**SECTION E: SUBSIDY CONTROL**

**MINIMAL FINANCIAL ASSISTANCE DECLARATION FORM**

**HOSTED BUYERS’ FAMILIARISATION TRIPS FUND 2026**

**Background**

1. The purpose of this Fund is to make grant awards to the Local Visitor Economy Partnerships (LVEP) in England and Strategic Partners (SP) and Destination Management Organisations (DMO) in Scotland and Wales so that grant recipients can deliver familiarisation trips for international travel buyers in their destination areas after *Britain & Ireland Marketplace* has taken place on 30 January 2026 in London.
2. Successful grant recipients will be responsible for the end-to-end hosting and delivery of all aspects of the familiarisation trips ranging from hotel accommodation and meals to entry to attractions and transportation. This will involve close liaison with local tourism suppliers of high repute and international travel trade readiness to ensure that the international travel buyers receive an outstanding visitor experience, relevant to their specific market requirements, that will inspire buyers to include their visited region and products in future inbound programmes.
3. VisitBritain is seeking to offer grants of between £4,000 and £9,000 in value, one for each of the 11 familiarisation trips planned around Britain. Given the low value of these intended grant awards, this scheme will operate according to the regulations on Minimal Finance Assistance Subsidy Control.

**Subsidy Control**

1. The Grant is awarded as in accordance with Section 36 of the Subsidy Control Act 2022 which enables the Grant Recipient to receive up to a maximum level of subsidy without engaging the subsidy control requirements (with the exception of the transparency requirements for subsidies over £100,000) under the Act (“Minimal Financial Assistance”). The current threshold is £315,000 to a single enterprise over the elapsed part of the current financial year and the two preceding financial years (“the Applicable Period”).
2. The Grant Recipient acknowledges and accepts that the relevant limit for Minimal Financial Assistance comprises other Minimal Financial Assistance, SPEI Assistance, Small Amounts of Financial Assistance given under Articles 364(4) or 365(3) of the UK-EU Trade and Co-operation Agreement, and De Minimis State Aid (“Exempt Subsidy/Subsidies”), irrespective of whether such subsidy or aid was provided by other public authorities and their agents, related to other projects or was made by means other than grants (for instance, foregone interest on loans) awarded to the Grant Recipient over the Applicable Period.
3. The Authority has provided the Grant Recipient with a Minimal Financial Assistance notification at Paragraphs 16.1-16.4 of the Grant Funding Agreement. The award of this Grant will be conditional upon the Grant Recipient providing the Authority with the Minimal Financial Assistance declaration form confirming how much Exempt Subsidy if any, it has received in the Applicable Period.
4. The Authority may not pay the Grant Recipient the Grant if, added to any previous Exempt Subsidy the Grant Recipient has received during the Applicable Period, the Grant causes the Grant Recipient to exceed the relevant limit for Minimal Financial Assistance.
5. For the purposes of the Minimal Financial Assistance declaration:
   1. the financial year means a period of 12 months ending 31 March;
   2. an enterprise means the enterprise that receives, or would receive, minimal financial assistance; and
   3. subsidy is subsidy granted to a single enterprise, which may include legal entities separate to Grant Recipient (such as current or former subsidiaries).
6. The Grant Recipient must retain the Grant Funding Agreement and the completed Minimal Financial Assistance declaration form and produce it on request by the Authority.
7. The Grant Recipient acknowledges that it is Grant Recipient’s responsibility to read the Subsidy Control Act its entirety and seek advice (including legal advice) on its application to Grant Recipient’s business if appropriate.
8. The Grant Recipient acknowledges that the Authority and Grant Recipient are jointly and severally responsible for maintaining detailed records with the information and supporting documentation necessary to establish that all the conditions set out in this Grant Funding Agreement are fulfilled.
9. The Grant Recipient agrees to keep a written record detailing that it has received a subsidy by way of Minimal Financial, the date on which it was given and the gross value amount of the assistance and must keep the record for at least three years from the given date.
10. Please turn overleaf where you will find to be completed and returned by email, along with your completed application form, to [Partnerships@visitbritain.org](mailto:Partnerships@visitbritain.org)
11. Please can you also confirm overleaf the name of your accountable body, business address, Companies House registration number or VAT registration number. We also need to know the name and post title of the responsible officer who is authorised to and will e-sign the subsequent grant funding agreement. We need interested LVEPs to confirm this information so that there is no delay in issuing of grant funding agreements and sent to the correct signatory within the accountable body.

**MINIMAL FINANCIAL ASSISTANCE DECLARATION FORM**

Please tick the statement that applies:

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| --- | --- |
|  | The Grant Recipient, and/or any other person or group of persons forming an enterprise with the Grant Recipient, **have not received any Exempt Subsidy** (whether from or attributable to the Authority or any other public authority) during the Applicable Period. |
|  | The Grant Recipient, and/or any other person or group of persons forming an enterprise, **have received one or more grants of Exempt Subsidy** during the Applicable Period, particulars of which are set out in the table below. |

Please insert the Grant Recipient’s financial year: **1 April 2025 to 31 March 2026**

Particulars of any Exempt Subsidy received during the current or previous two fiscal years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of awarding public authority** | **Date awarded** | **Total amount of subsidy[[1]](#footnote-1)** | **Description of subsidy[[2]](#footnote-2)** | **Recipient organisation[[3]](#footnote-3)** | **Date(s) received[[4]](#footnote-4)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signed:

For and on behalf of:

Position:

Date: DD/MM/YYYY

1. This should be the amount of subsidy awarded. However, please also inform us if the amount received differed. [↑](#footnote-ref-1)
2. Please confirm the nature of the subsidy (e.g., a grant or a loan etc) and the purpose for which it was awarded (e.g., any project funded by it). [↑](#footnote-ref-2)
3. Please confirm the identity of the recipient of the subsidy if this is a separate entity forming part of a single economic actor with you. [↑](#footnote-ref-3)
4. Please inform us if the subsidy was paid by instalments. [↑](#footnote-ref-4)