

## **Subsidy Guidelines for Pre-Inspection Visits by Travel Agencies Handling Inbound Tourism (FY2025)**

### **Article 1 – Purpose**

These guidelines establish a subsidy program to assist travel agencies handling inbound tourism (hereinafter referred to as “the Subsidy”) with expenses incurred during pre-inspection visits and procurement in the Oki Islands (hereinafter referred to as “Expenses”). The objective is to support the development of agent-organized tours (hereinafter referred to as “Travel Products”) for inbound tourists and to promote visitation to the Oki Islands.

### **Article 2 – Eligibility**

Applicants eligible to receive the Subsidy under these guidelines must meet all of the following criteria:

- (1) The applicant must be a travel agency (domestic or international) handling inbound tourism, legally registered under relevant legislation, with an operational office located outside the Oki Islands, and must have prior experience in organizing and operating tours in Japan.
- (2) The purpose of the visit must be to create a Travel Product that includes accommodation in the Oki Islands and is scheduled for release within one year.
- (3) The applicant must not have already received the Subsidy in the same fiscal year (hereinafter defined as a period starting April 1 and ending March 31 of the following year).
- (4) During or after the pre-inspection visit, the applicant must participate in a meeting with the staff of the Oki Islands Geopark Management Bureau (hereinafter referred to as “the Bureau”) to discuss the potential for Travel Product development.
- (5) The itinerary must be shared with the Bureau in advance to allow for understanding of the schedule, or arrangements such as accommodation bookings shall be made through the Bureau.

### **Article 3 – Subsidized Expenses and Amount**

1. The Subsidy shall cover the following eligible Expenses, for which two-thirds of the actual total cost (rounded down to the nearest yen) will be subsidized:
  - (1) Transportation costs (limited to travel from the point immediately before arrival in

the Oki Islands):

- Round-trip airfare, ferry, fast ferry, connecting bus fares (from Matsue, Yonago, or Sakaiminato Stations to Shichirui or Sakaiminato Ports), limited express and highway bus fares, etc.
- Local transportation within the Oki Islands using public transport
- Car rental and fuel costs within the Oki Islands
- Taxi fares where no alternative transportation is available

(2) Accommodation costs (limited to the Oki Islands; up to JPY 20,000 per night including breakfast and dinner. Beverages including alcohol are excluded.)

(3) Other local expenses within the Oki Islands:

- Admission fees
- Guide fees
- Fees for outdoor activities and experiences
- Lunch (up to JPY 1,500 per meal)

2. The Subsidy shall, in principle, be capped at JPY 100,000 per application, subject to the Bureau's annual budget.

#### **Article 4 – Subsidy Period**

Eligible activities must take place between April 15, 2025, and November 30, 2025.

#### **Article 5 – Application for Subsidy**

Applicants must submit their company profile and the designated application form (Form 1) to the Bureau no later than 10 days prior to their scheduled visit to the Oki Islands in principle.

#### **Article 6 – Determination of Subsidy**

1. Upon receiving the application as prescribed in the preceding article, the Bureau shall conduct the necessary review. If the Bureau determines to approve the application for the Subsidy, the Bureau shall notify the person who submitted the application (hereinafter referred to as “the Grantee”) by issuing a Notification of Approval (Form 2).
2. In the Bureau's determination, preference shall be given to pre-inspection visits for the development of Travel Products that align with the direction of the Bureau's policies on

tourism.

#### **Article 7 – Report of Results**

After the visit, the Grantee must promptly submit a Result Report and Reimbursement Form (Form 3) to the Bureau, along with the following documents:

- (1) Visit Report (Attachment 1)
- (2) Expense Report (Attachment 2)
- (3) Copies of receipts

#### **Article 8 – Payment of Subsidy**

1. Upon receipt of the documents in Article 7, the Bureau shall verify their content, confirm the approved Subsidy amount, notify the Grantee via Notification of Payment (Form 4), and transfer the Subsidy amount to the designated bank account by the end of the month following the completion of the review.
2. Payment shall be made in Japanese yen, the amount of which shall be equal to the Subsidy amount minus any transfer fees incurred.

#### **Article 9 – Submission of Travel Product Outcome**

By the end of the following fiscal year, the Grantee must submit electronic data of end-products related to the developed Travel Product (e.g., brochures or web listings) to the Bureau.

#### **Article 10 – Revocation of the Subsidy**

The Bureau may revoke approval of a Grantee's application to the Subsidy if the Grantee is found to have violated these guidelines, submitted false information, or failed to provide requested documentation.

#### **Article 11 – Miscellaneous**

Any matters not stipulated in these guidelines shall be determined separately by the Bureau.

#### **Supplementary Provision**

These guidelines shall come into effect on April 15, 2025, and shall remain in force until March 31, 2027.