

## **Outline of Subsidy from the City of Okayama for Inbound Foreign Tourists**

**“Project of Encouraging Foreign Tourists to Visit and Stay in Okayama City”  
If you implement a group tour from overseas visiting and staying overnight at accommodation in Okayama City, a subsidy will be offered.**

### 《Summary》

*What is the subsidy?:* A subsidy will be offered to travel agencies that implement group tours from overseas which involve visiting and staying overnight at accommodation in Okayama City.

*Who receives a subsidy?:* Travel agencies

### *Requirements:*

- A tour is to be organized for 5 people or more and all tour members are to stay overnight at accommodation in Okayama City.
- Subsidy is available for overseas travelers on sightseeing tours of Okayama city, and also groups of travelers visiting for other purposes (events, school trips, and so on.)
- As a general rule, the traveler group must visit at least one tourist attraction or commercial facility within Okayama City.
- Subsidy is available for traveler groups whose stay in Okayama City will be sometime during the period of April 1, 2026 to March 31, 2027.

### *Subsidy amount (per tour member):*

- 3,000 yen per night, 6,000yen per two nights (Subsidy can only be granted for up to two nights maximum)
- up to 150,000 yen per group, 750,000 yen in total per travel agency & per fiscal year
- \*These two days do not need to be consecutive.
- \*Tour conductors, guides, drivers, etc. are not counted as the group size.
- \*The subsidy can be offered even when you receive a subsidy from Okayama Prefectural Government.

### *Application procedure:*

#### <Application>

Applications should be submitted by email promptly after the end of the trip. As a general rule, applications will be accepted up to 30 days after the trip. However, for stays in March, applications must be submitted by April 15th to be accepted.

1. Application & Claim Form (Template No.1)
2. Documents issued by accommodation, which show the group name, accommodation dates, and number of group members.
  - Proof by Accommodation (see the attached official form of “Project of Encouraging Foreign Tourists to Visit and Stay in Okayama City”) or a copy of the receipt.
3. Documents stating the tour schedule
4. (Only for the first-time application) Documents proving the name of the bank/account number, such as a copy of the passbook that you would like the subsidy to be transferred.

### *Note:*

1. If you would like to apply for the subsidy, please consult with us in advance.
2. The Application Form should be written clearly and must be easy to read, using only Japanese Yen.
3. The bank transfer fee for payment of the subsidy is to be charged to a travel agency.
4. If we spent the whole amount of the budget for the program, we finish offering the subsidy even during the fiscal year.

**【Contact:】** Okayama Visitors & Convention Association

Okayama Chamber of Commerce and Industry-building 6F,3-1-15 Kosei-cho, Kita-ku, Okayama City 700-0985 JAPAN

TEL : +81-86-227-0015 FAX : +81-86-227-0014 Email : ovca@okayama-kanko.net

Okayama City Official Website:

Outline of Subsidy From the city of Okayama city

**<https://okayama-kanko.net/sightseeing/subsidy/>**

年 月 日  
 yyyy / mm / dd

公益社団法人おかやま観光コンベンション協会 様  
 To President of Okayama Visitors and Convention Association

所在地(Address) \_\_\_\_\_

事業者名(Company Name) \_\_\_\_\_

代表者名(President Name) \_\_\_\_\_

TEL \_\_\_\_\_ (担当者名 \_\_\_\_\_)  
 Name of the person in charge:

E-mail \_\_\_\_\_

岡山市外国人観光客誘致促進事業助成金交付申請書兼請求書  
 Subsidy Application & Claim Form

岡山市外国人観光客誘致促進事業助成金の交付を受けたいので、関係書類を添付して申請します。  
 I hereby apply for a subsidy provided by the "Project of Encouraging Foreign Tourists to Visit and Stay in Okayama City" and submit this application form and required documents.

助成金申請額 Subsidy Amount that you are applying for	金 (¥) _____ 円	
団体名 Group Name (国又は地域 Country or Area)	_____ (_____)	
セグメント segment	<input type="checkbox"/> レジャー Leisure <input type="checkbox"/> インセンティブ Incentives <input type="checkbox"/> 教育旅行 educational travel	
団体の人数 ※添乗員等関係者は除く Number of Group Members *Exclude tour conductors, guides and drivers.	_____ 名 people	
岡山市内での宿泊 About Stay in Okayama City	施設名 _____ Accommodation Name	施設名 _____ Accommodation Name
	チェックイン 年 月 日 Check in yyyy / mm / dd 宿泊数 _____ 泊 nights Number of Nights Staying in Okayama City	チェックイン 年 月 日 Check in yyyy / mm / dd 宿泊数 _____ 泊 nights Number of Nights Staying in Okayama City

(添付書類) 次の書類を添付願います。

- 岡山市外国人観光客誘致促進事業宿泊証明書又は領収書の写し
- 旅行行程が分かる書類
- (初回申請時のみ) 振込を希望する銀行口座の通帳の写し等、銀行名と口座番号が確認できる書類  
 (Required Documents) Please attach the following documents:  
 1. Proof by Accommodation (an official form of "Project of Encouraging Foreign Tourists to Visit and Stay in Okayama City") or a copy of the receipt.  
 2. Documents stating the tour schedule in Japanese.  
 3. (Only for the first-time application) Documents proving the name of the bank/account number, such as a copy of the passbook that you would like the subsidy to be transferred.

日本国外の銀行に振り込む場合は英語でご記入ください。

Please write in English if you receive a subsidy through an overseas bank account.

受取人口座 Account of Institution	振込銀行名 Bank Name	_____
	支店名 Branch Name	_____
	支店住所 (※1) Branch Address	_____
	Swift Code or Sort Code (※1)	_____
	預金種別及び口座番号 Account Type / Account Number	_____
口座名義 (受取人名) Beneficiary Name 必ず上にフリガナをつけてください (日本国内の銀行のみ) Please put 'kana' above the beneficiary name (only the account is in Japan)		_____
受取人住所 (※1) Beneficiary Address		_____

※1 日本国内の銀行に振り込む場合は記入不要です。

When you receive a subsidy through a bank account in Japan, you do not have to fill out these sections.

※2 助成金を支払う際の振込料・手数料は、旅行会社の負担となります。

A travel agency is to bear the various fees associated with bank transfer of a subsidy.

宿泊証明書  
Proof by Accommodation

To \_\_\_\_\_ 様

Company name

下記のとおり、宿泊したことを証明します。

I hereby certify the following visit to our accommodation:

記

項目 Item	記入欄 Information
宿泊数 Number of Nights	_____ 泊 Night(s)
チェックイン Check-in Date	_____ 年 _____ 月 _____ 日 yyyy mm dd
チェックアウト Check-out Date	_____ 年 _____ 月 _____ 日 yyyy mm dd
人数(※) Number of People	
国籍 Nationality	
備考 Others	

※添乗員、ガイド、運転手等関係者を除く。

※Exclude tour conductors, guides and drivers.

住所 Address	年 月 日 yyyy mm dd
宿泊施設名 Accommodation Name	印 (Seal here.)