

Prefectural and Municipal Cooperation and Support Fund Grants To Prevent the Spread of COVID-19

Application Guidelines

Application Period

- May 7, 2020 (Thursday) – May 22, 2020 (Friday)
- Applications must be postmarked by May 22, 2020.

How to Apply

1. Required Documents

- Download the required documents from the Nagano Prefectural Government homepage.
<https://www.pref.nagano.lg.jp/sansei/sangyo/shokogyo/covid19kyoryoku.html>
- If you are unable to download the documents, please contact the Commerce, Industry and Tourism Division of the Regional Development Bureau, or your local municipal office.

2. Submitting Your Application

- Fill out the application form in Japanese.
- To prevent the spread of COVID-19, we are not accepting in-person applications.
- Write your name and address on the back of your envelope and attach a stamp.
- Use registered mail, or a mail (postal) service through which tracking is available.
- Send your application to the following address.

〒380-8570

長野県庁「新型コロナウイルス拡大防止協力金等」受付担当 あて

Contact Information

From April 30

For inquiries regarding the closing of businesses to prevent the spread of COVID-19, and Cooperation and Support Fund grants:

- Phone: 092-687-7890 (English support available)
- Hours: 7 AM–10 PM (Open on Saturdays, Sundays, and holidays)

After May 7

For inquiries regarding Cooperation and Support Fund grants:

- Phone: 092-687-7890 (English support available)
- Hours: 9 AM–5 PM (Open on Saturdays, Sundays, and holidays)

Applying for Prefectural and Municipal Cooperation and Support Fund Grants to Prevent the Spread of COVID-19

April 30, 2020

I Cooperation and Support Fund Grants Overview

1. Objective

The Prefectural Government will work with municipalities to issue Prefectural and Municipal Cooperation and Support Fund grants to businesses which have suspended their operations in response to the Nagano Prefecture State of Emergency Measures to Prevent the Spread of COVID-19.

In principle, grants will be issued to businesses which suspend their operations from Friday, April 24, 2020 to Wednesday, May 6, 2020.

2. Grant Amount

300,000 JPY per business (one-time limit)

- Even if your business is eligible for both a Cooperation Fund grant and a Support Fund grant, the maximum total amount you can receive per business remains 300,000 JPY.
- The breakdown of the amount is 200,000 JPY from Nagano Prefecture and 100,000 JPY from your municipality.

II Grant Eligibility

1. Cooperation Fund Grant to Prevent the Spread of COVID-19

The following businesses which have temporarily closed in response to Nagano Prefecture's request for the suspension of businesses operations, based on Article 24(9) of the Act on Special Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response, are eligible to receive this grant.

- (1) Businesses in Nagano Prefecture including entertainment venues, leisure and recreation venues, and theaters, which have suspended operations.
- (2) With the exception of delivery and takeout, food establishments in Nagano Prefecture which have shortened their hours of operation to close from 8 PM–5 AM, and have stopped serving alcohol after 7 PM.
 - Food establishments which have completely suspended operations are also eligible.
 - Food establishments originally open only between 5 AM–8 PM are not eligible.

2. Support Fund Grant to Prevent the Spread of COVID-19

Businesses in Nagano Prefecture which mainly serve tourism purposes, including assembly halls, exhibition venues, and tourism or accommodation facilities, which have suspended operations in accordance with requests from the Prefectural Government, are eligible to receive this grant.

- Businesses with headquarters outside of Nagano Prefecture are eligible.

III Grant Conditions

In order to be eligible for a Cooperation Fund grant or Support Fund grant, you must meet all of the following requirements.

1. Own a business in Nagano Prefecture which is listed in Appendix 1. You must have owned this businesses prior to Wednesday, April 22, 2020.
2. Suspend operations or use of all business establishments which are subject to suspension of operation or use during the entire period from Friday April 24, 2020 to Wednesday, May 6, 2020.
3. For restaurants, entertainment venues, and cafes: Suspend business operations from 8 PM–5 AM in accordance with requests, and stop alcohol service after 7 PM.
4. For facilities that offer hands-on experiences: Serve mainly tourism purposes to be eligible for a Support Fund grant.
5. Have no association with the yakuza or its members, as prescribed in Article 2 of the Nagano Prefecture Organized Crime Exclusion Ordinance. This applies to representatives, officers, and other employees and members of the applicant business both currently and in the future. In addition, the aforementioned organized crime syndicates must have no role in the management of the applicant business.

IV Application Process

1. Required Documents

Please submit the documents listed in Appendix 2, and note that your application will not be returned to you. Additional documents and explanations may also be requested.

2. How to Acquire Required Documents

- Download the required documents from the Nagano Prefectural Government homepage.
<https://www.pref.nagano.lg.jp/sansei/sangyo/shokogyo/covid19kyoryoku.html>
- If you are unable to download the documents, please contact the Commerce, Industry and Tourism Division of the Regional Development Bureau, or your local municipal office.

3. Application Period and How to Apply

- May 7, 2020 (Thursday) – May 22, 2020 (Friday).
Applications must be postmarked by May 22, 2020.
- To prevent the spread of COVID-19, we are only accepting applications via post.
- Write your name and address on the back of your envelope and attach a stamp.
- Please use registered mail, or a mail (postal) service through which tracking is available.
- Send your application to the following address.

〒380-8570

長野県庁「新型コロナウイルス拡大防止協力金等」受付担当 あて

4. Inquiries Regarding Cooperation Fund Grants

For inquiries regarding applications, please contact the following numbers.

From April 30

For inquiries regarding the closing of businesses to prevent the spread of COVID-19, and Cooperation and Support Fund grants:

- Phone: 092-687-7890 (English support available)
- Hours: 7 AM–10 PM (Open on Saturdays, Sundays, and holidays)

After May 7

For inquiries regarding applications for Cooperation and Support Fund grants:

- Phone: 092-687-7890 (English support available)
- Hours: 9 AM–5 PM (Open on Saturdays, Sundays, and holidays)

5. Issuance of Cooperation and Support Fund Grants

After receiving your application documents, Nagano Prefecture will review its contents to confirm your eligibility. Once your eligibility has been confirmed, your grant will be issued. Grant issuance is expected to begin from late May.

6. Notifications

Once your eligibility has been confirmed, you will receive a notification stating the expected date of your grant issuance. Please note that notifications may be delayed depending on delivery conditions.

If your grant cannot be issued on the scheduled date of issuance due to an inability to transfer funds, you will be contacted separately.

If your eligibility to receive a grant cannot be confirmed, you will still be notified of this result via post at a later date.

V Other

1. If impropriety or other information relating to the applicant business which does not meet the application conditions is discovered after eligibility has been confirmed, the grant offer may be rescinded in accordance with the provisions of the Nagano Prefecture Subsidy Grant Regulation (Nagano Prefecture Regulation No. 9 of 1959).
2. In the above case, information including the business name and venue that received the grant may be officially announced.
3. In order to ensure the smooth and reliable issuance of grants, inspection of or reporting on the suspension and reopening efforts of eligible businesses, in addition to measures regarding corrections may be requested.
4. If the information provided in an application cannot be verified, confirmation or investigations with relevant organizations may be conducted.

Appendix 1

Venues Eligible for Cooperation and Support Fund Grants

Venues Eligible for Cooperation Fund Grants			Venues Eligible for Support Fund Grants (Tourism-Focused Venues)
Business Operations Suspended			Business Operations Suspended
1 Cabarets	16 Swimming pools	31 Batting cages (*1)	51 Culture halls
2 Nightclubs	17 Bowling alleys	32 Athletic fields (*2)	52 Museums
3 Dance halls	18 Gyms (e.g. fitness clubs)	33 Baseball grounds (*2)	53 Art museums
4 Hostess bars	19 Mahjong parlors	34 Tennis courts (*2)	54 Science museums
5 Bars	20 Pachinko parlors	35 Soccer fields (*2)	55 Memorial halls
6 Darts bars	21 Game centers (e.g. arcades and amusement centers)	36 Futsal courts (*1 and *2)	56 Aquariums
7 Pubs	22 Skating rinks	37 Japanese archery courts (*1)	57 Zoos
8 Brothels	23 Judo and kendo halls	Business Hours Shortened (Food Establishments)	58 Botanical gardens
9 Adult shops	24 Hot yoga studios	41 Restaurants	59 Theme parks
10 Internet cafes	25 Theaters	42 Entertainment venues	60 Amusement parks
11 Manga cafes	26 Stadiums	43 Cafes	61 Golf courses
12 Karaoke parlors	27 Cinemas	44 Confectioneries (*3)	62 Facilities offering hands-on experiences (e.g. pottery, glasswork, and camping)
13 Shooting ranges	28 Entertainment halls	45 Japanese pubs	63 Day-use hot spring facilities
14 Live music houses	29 Planetariums	/	64 Hotels and inns (excluding business use)
15 Sports halls	30 Driving ranges (*1)		65 Budget accommodations and vacation rentals (including mountain huts)

*1 Only applies to indoor venues

*2 Only applies to venues with seating areas

*3 Only applies to shops which have maintained eat-in space

Information Regarding Application Documents

Documents to Submit and Points of Caution

Form 1: Application for Prefectural and Municipal Cooperation and Support Fund Grants to Prevent the Spread of COVID-19 (Required)

- Company applicants should include their company's National Tax Agency-designated Corporate Number.
- Businesses with several venues can only apply once.
- The name listed on the bank account receiving the grant must match the name of the applicant.

Form 2: Additional Information Sheet (For businesses with multiple venues)

Form 3: Attachments

- Attach the following non-A4 size documents on Form 3. A4 size documents may be attached separately.

Attachment 1: Documents which confirm that the business has been operational since prior to requests for the suspension of operation following the state of emergency measures.

Company applicants must submit documents 1 and 2

Self-employed applicants must submit documents 1, 2, and 3

1. Documents which confirm that the business has been operational.

	Company Applicants	Self-employed Applicants
If your business has reached an accounting period	Attach both of the following. (1) A copy of an application for corporate prefectural tax and corporate business tax (2) A copy of recent account books *1	Attach both of the following. (1) A copy of a blue return statement of accounts or balance sheet (2) A copy of recent account books *1
If your business is newly founded *2	Attach both of the following. (1) A copy of a notification of corporate establishment (2) A copy of recent account books *1	Attach both of the following. (1) A copy of a notification of business opening or a document <u>from a client</u> detailing a business transaction (e.g. a purchase order) (2) A copy of recent account books *1

*1 A monthly summary sheet such as that of April 2020, which includes the day before the closure, or a daily balance sheet of the day before the closure, etc.

*2 Businesses which have not yet reached an accounting period or tax filing term

2. Photos of the venue showing the exterior, interior, and business name

(For all venues subject to temporary closure)

3. A copy of one of the following documents which verify your identity

(For self-employed applicants) Driver's license, passport, or health insurance card

Attachment 2: Documents which confirm the suspension of business operations

Acceptable documents include copies or photos of online announcements, store posters, flyers, and direct messages which contain details such as the name of the business, **duration of suspension, changes in hours of operation, and notices outlining delivery and takeout services in place of in-store dining.**

Attachment 3: A copy of the two-page spread of the receiving account's bankbook which shows both the account information and name of account holder

The name listed on the bank account receiving the grant must match the name of the applicant.

Attachment 4: (For designated administrators) A document which confirms that the business is not receiving any public support such as commission fees or management assistance

Acceptable documents include copies of business reports (income and expenditure plans) submitted to the national government, Nagano Prefecture, or a municipality.

Form 4: (For applications regarding facilities offering hands-on experiences) Requirement Checklist and accompanying documents

* Personal information submitted in your application will not be used for any purposes other than this grant.

* Write the applicant's name on all accompanying documents.

* Complete your application using a ballpoint pen. (Do not use an erasable pen.)