



## Who is eligible for assistance?

Belgian chambers of commerce and business clubs,

- established abroad or in Belgium;
- whose main **objective is to optimise commercial and economic relations between the Brussels-Capital Region and another region of another country;**
- which organise activities aimed at **promoting exports from the Brussels-Capital Region** and encouraging foreign investors to come here.

## What expenses are eligible?

The grant partially covers the costs agreed by the chamber of commerce or business club for:

1. organising a local mission;
2. hiring a stand as part of a trade fair;
3. accompanying and supporting companies as part of a prospecting trip;
4. organising an award ceremony for companies that have distinguished themselves in the promotion of bilateral trade relations;
5. any other form of business services.

## How much is the assistance?

- **Fixed grant of up to 1,000 euros.**

The amount of the grant will not exceed the amount of expenses actually incurred in the context of the actions provided for in the project sheet (see "documents to be provided when applying for the grant").

- **One grant per calendar year.**

## How do I apply for this grant every year ?

### Step 1: Request an opinion from hub.brussels

1. The chamber of commerce or business club must email the signed **cooperation agreement** ([French version](#) or [Dutch version](#)) and **project sheet** ([French version](#) or [Dutch version](#)) to hub.brussels at [lmelotte@hub.brussels](mailto:lmelotte@hub.brussels) **before January 28** (Brussels time zone).
2. hub.brussels issues a non-binding **opinion** on the planned actions. In this opinion, hub.brussels takes into account the following criteria:
  - the budget for these actions;
  - the impact of the actions on optimising commercial and economic relations between the Brussels-Capital Region and the region or country in which the chamber of commerce or business club operates.
3. hub.brussels sends its opinion to the chamber of commerce or business club.

### Step 2: Submit the application to Brussels Economy and Employment

1. The chamber of commerce/business club must submit its **application between January 1 and March 1** (Brussels time zone). This should be emailed to [primespme@sprb.brussels](mailto:primespme@sprb.brussels) and must contain:
  - the completed grant application form ([French version](#) or [Dutch version](#))
  - the cooperation agreement ([French version](#) or [Dutch version](#)) signed with hub.brussels
  - the project sheet ([French version](#) or [Dutch version](#)) duly completed and signed with hub.brussels
  - hub.brussels' opinion on the project sheet
  - a signed declaration mentioning the subsidies obtained during the current financial year and the two previous financial years ([French Excel](#) or [Dutch Excel](#))
  - a copy of a bank statement for the bank account of the chamber of commerce or business club entered in Part I of the form
  - if applicable: the official mandate of a person authorised to enter into legally binding commitments for the chamber of commerce or business club, naming the representative who signs the form

2. Brussels Economy and Employment sends an acknowledgement of receipt with the file references, within one month of receiving the application.
3. If the decision to award the assistance is taken after checking the various documents required, the assistance is paid in a single instalment on 1 July of the year following completion of the actions at the latest.

## **Regulations**

- [Decree of 14/09/2022 on assistance for Belgian chambers of commerce and business clubs](#)
- [Order for the promotion of external trade and the attraction of foreign investment for the Brussels-Capital Region](#)