

Fly to Buy/Fly to Trade – Application & Payment Process

1) Information

For more information about Fly to Buy, please look at the Liverpool Vision under the International Business Festival Section or email flytobuy@thebusinessfestival.com followed by the subject line 'Fly to Buy- Enquiry'. Information of the scheme can also be found at:

DIT's overseas offices

The overseas networks of the British Chambers of Commerce

The International Chambers of Commerce in the UK

Trade and Investment promotion agencies

Foreign Embassies located in the UK

And a range of communications and marketing material from the 2018 International Business Festival.

2) Application

To be considered for the Fly to Buy Grant, an application form must be completed and submitted to the email address above, followed by the subject line 'Fly to Buy- Application'. Only one application must be submitted per delegation, the Festival will check for any duplication.

The application will need to be completed by the lead organisation or lead contact that is bring the delegation to the 2018 Festival.

3) Evaluation

Once the application has been submitted successfully, the International Team will evaluate the submitted form. The evaluation will be based on several factors, including:

The number of companies that are included in the delegation

Sectors the companies represent

Country, city or region the delegation is from

Evidence of past success in delivering international delegations

Evidence of contributions to support the visit from companies or government

4) Notification

All applicants will be notified as to whether their application has been successful or not.

4a) Unsuccessful Applicants

Unsuccessful applicants will be notified and given the reasons for why they were unsuccessful, which may include:

Not enough companies in the delegation.

Over represented sector presence

Over represented geographical area.

Budget Exhausted

4b) Successful Applicants

Successful applicants will be notified and sent an email with 2 documents attached:

1) A Grant Agreement Letter- including Terms and Conditions of the grant.

2) An Account Setup Form- which requires information from the lead contact, so they can receive payment.

5) Payment 1

Once the forms from step 4b) have been returned and all members of the delegation have bought a festival ticket and/or registered for a hosted event, applicants will receive the 1st payment of 25% of their Fly to Buy Grant.

7) Final Payment

To receive the final 25% of the Fly to Buy Grant a final evaluation form is required for completion. The Lead Contact for the delegation will also need to provide details of the total value of participation at the festival.

6) Payment 2

To receive the 2nd payment of 50% of the Fly to Buy Grant, the delegation will be required to complete an additional form for details about confirmed flights, accommodation, an itinerary of their visit, status of visa's.