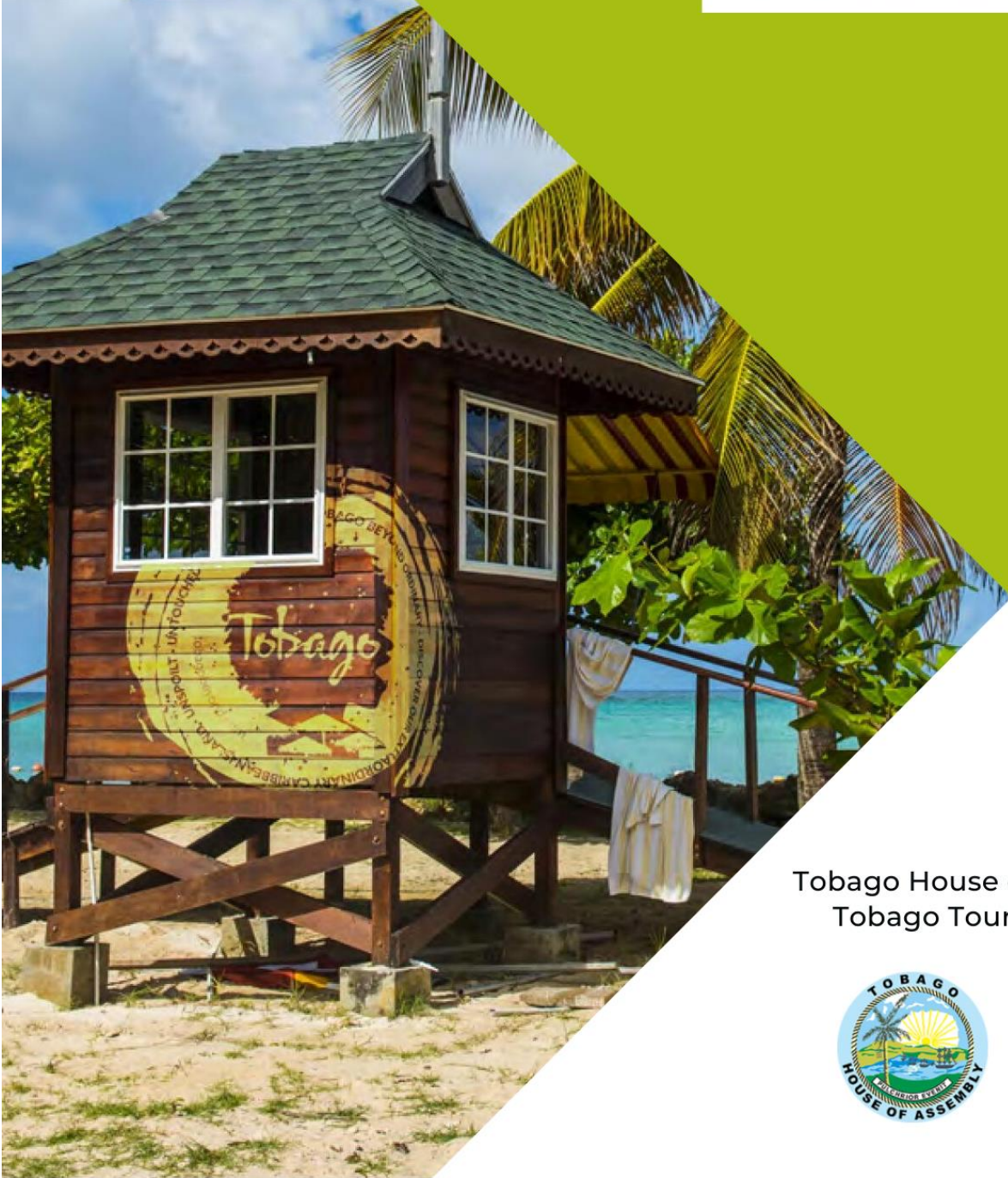


# TOURISM ACCOMMODATION RELIEF GRANT **GUIDELINES**



Prepared by the  
Tobago House of Assembly and the  
Tobago Tourism Agency Limited



*Tobago  
beyond*

## CRITERIA AND GUIDELINES

### Purpose:

The purpose of this grant is to provide financial support to owners/operators for the upgrade of the tourism accommodation facility to assist in them in recovering from the Coronavirus pandemic.

### Duration:

This grant will be available for a period of 6 months, with the option to extend if needed.

### Stakeholders:

Owners/operators of different types of tourism accommodation facilities including bed and breakfasts, self-catering facilities, apartments, villas, guesthouses and hotels may apply to access this grant.

### The Grant:

The grant ranges from a max of \$100,000 to \$600,000 and will be determined based on the size of the property.

Number of Guestrooms	Category	Grant Per Category MAX OF
2-7 Rooms	Bed and Breakfast/Self-Catering Facilities/Villas/Apartments	\$100,000.00
8-50 Rooms	Guesthouses/ Self-Catering Apartments/Small Sized Hotels	\$300,000.00
51-99 Rooms	Medium Sized Hotels	\$500,000.00
100+ Rooms	Large Hotels	\$600,000.00

# INSTRUCTIONS

## 1. DEFINITIONS

**Applicant:** the particular enterprise for whose tourism accommodation, grant funding is being sought.

**Bed and Breakfast:** an establishment consisting of 2 to 7 guest bedrooms and providing overnight accommodation at a rate which includes breakfast.

*NOTE: The terms "Bed & Breakfast" and "host home" may be used interchangeably.*

**Dive Lodge:** a tourism accommodation facility that offers a tourism product that includes scuba diving and other recreational water sports.

**Eco-lodge:** a nature dependent tourist accommodation facility that meets the principles and philosophies of ecotourism in that it is developed and managed in an environmentally sensitive manner, affords protection of its operating environment and offers an educational and participatory experience to visitors.

**Guesthouse:** a building having a minimum of eight separate rooms each offering accommodation.

**Hotel:** a building or group of buildings, including the curtilage thereof and all buildings within the curtilage, occupied together and used to provide the following services to guests for reward:

- (a) the supplying, under any arrangements of rooms, and of laundry, dry-cleaning and valet services to registered guests of the hotel;
- (b) the supplying of food and restaurant services, alcoholic and non-alcoholic beverages, cigarettes, cigars and tobacco by the hotel operator to customers of the hotel whether registered guests or not;
- (c) the supplying of any of the hotel's facilities for meetings, conventions, conferences, sales promotions, parties and other entertainment to customers of the hotel whether registered guests or not;
- (d) the supplying of car-parking services, checkroom facilities and telephone services to customers of the hotel whether registered guests or not;
- (e) the rental of areas of the hotel premises to be used as a barbershop, hair-dressing parlour, travel agency, transportation services, banking services, merchandise shops or for any other purpose as the Minister may in writing approve; or

- (f) the supplying of such service or the carrying on of such activity, as the Minister may declare by Order, relating to a specific hotel or generally, to be an hotel service.

**Self-Catering Facility:** an accommodation which has installations and equipment, which includes a stove with an oven to allow guests to prepare their own meals. *NOTE: A self-catering facility includes apartments.*

**Villa:** stand alone accommodation facility which includes a fully-equipped kitchen, living room area, dining area and parking facilities. *NOTE: A villa may also include semi-detached accommodation facilities which are two separate accommodation facilities sharing one wall.*

2. Applicants must complete relevant sections of the application form and submit with the requested documents. The completed application form must be signed/co-signed by **an Executive (s) of the Applicant Enterprise and not by an Agent or Consultant**. *Incomplete applications (application forms submitted without the supporting documents) will NOT be eligible for this grant.*
3. The completed application form along with requested documents must be submitted to the  
**Tobago Tourism Agency Limited (TTAL), Jerningham Court, Corner Jerningham & Ross Streets, Scarborough, Tobago** for processing.
4. Subsequent to the submission and review of the application, applicants will be contacted by the **Tobago Tourism Agency Limited (TTAL)** for the scheduling of a site visit to view the items and/or areas proposed for upgrade. This site visit is mandatory and all proposed items and/or areas for upgrade should be made available for viewing.
5. Applicants must submit detailed scope of works stating areas proposed for upgrade.

For further information on accessing this grant, please contact:

**Tobago Tourism Agency Limited  
Jerningham Court  
Corner Jerningham & Ross Streets  
Scarborough  
Tobago**

**Phone:** (868) 612-8825  
**E-mail:** [destination@tobagotourism.org](mailto:destination@tobagotourism.org)

## QUALIFYING CRITERIA

- Completed application form;
- Valid form of identification;
- Citizens of Trinidad or Tobago, or resident in Tobago for 5 years;
- Operating as a tourism accommodation for more than one (1) year;
- Evidence of Business Registration (Certificate of Business Registration, Certificate of Incorporation/Continuance, Notice of Directors, Details of Shareholders and Directors);
- Proof of Ownership of Property/ Deed or in the absence of such, an Affidavit to support right of use to the property;
- Building Approval from the Town and Country Planning Division (TCPD). (Consideration would be given to properties that do not have approval but have been in operation for more than one (1) year and that specific requirements of the TCPD would be met);
- Public Liability Insurance;
- Board of Inland Revenue Tax Clearance Certificate;
- Value Added Tax (VAT) Clearance Certificate (if applicable);
- Hotel Tax Receipts for three (3) months prior to date of application (if applicable);
- Financial Statements for the past two (2) years;
- Evidence of registration with the relevant tourism association (E.g. Tobago Hotel and Tourism Association or Tobago Unique Bed and Breakfast and Self-Catering Facilities Association); If not registered with any tourism association, evidence of registration with the THA/TTAL as a tourism accommodation provider;
- If Trinidad and Tobago Tourism Industry Certification Programme (TTIC) certified, copy of valid Certificate to be provided. If not TTIC certified, copy of Application submitted to Tobago Tourism Agency Limited (TTAL) to be provided;
- Scope of Upgrade Works.

## ELIGIBLE UPGRADE WORKS

The Grant Funding will be utilised for the upgrade of the physical plant/infrastructure of tourism accommodation facilities. Eligible upgrade works would include the refurbishment of property, plant, furniture and fixtures that are in line with TTIC. The cost of labour will be incorporated.

### Areas Eligible under the Tourism Accommodation Relief Grant

The following areas of tourism accommodation facilities may be considered eligible for upgrade works under the Relief Grant:

- Exterior/Perimeter Walls or Fences;
- Grounds/Gardens;
- Signage;
- Lobby/Front Desk/Reception; Public Restrooms;
- Restaurants/Dining Areas;
- Kitchens/Food Preparation Areas;
- Food Holding, Service and Display Areas;
- Meeting and Pre-Function Areas;
- Bars and Lounges;
- Gyms/Fitness Centres;
- Swimming Pools, Pool Decks;
- Guest common areas, such as sitting areas, corridors, staircases, elevators and terraces;
- Guestrooms – bedroom, bathroom, balcony, kitchenette;
- Hot tubs, Saunas and Spas;
- Outdoor Guest Activity Areas (Tennis Court, Playground); Gift Shops;
- Laundry;
- Car Park;
- Office Areas;
- Telephone, Cable TV, Internet Infrastructure (Wi-Fi);
- Systems and Software (Property Management, Point of Sale) Security Systems;
- Fire Safety System;
- Water Storage and Filtration System.

This list of eligible areas for upgrade work is not exhaustive and the approval of the applicant's proposed Scope of Works will be at the discretion of the implementation agency.

## **Type of Upgrade Work considered under the Tourism Accommodation Relief Grant**

The following are examples of upgrade work which may be undertaken under the Tourism Accommodation Relief Grant:

- Painting;
- Replacement/Installation of Lighting;
- Replacement/Installation of Signage;
- Landscaping;
- Resurfacing of car parks, exterior paths and walkways;
- Replacement of ceilings, floorings and walls;
- Repairs/Replacement of roof;
- Replacement/Installation of electrical and plumbing fixtures and fittings;

The nature of upgrade work eligible for grant funding is not limited to this listing. Approval of the proposed Scope of Work will be at the discretion of the implementation agency.

## **Areas Ineligible under the Tourism Accommodation Relief Grant**

This is a grant facility for the upgrade of the property, meant to improve and add value to the accommodation plant. As a result, the following items will not be considered eligible for this grant funding:

- Consumables (Guest amenity and disposable items);
- Glassware, cutlery, crockery;
- Cleaning Equipment and Supplies;
- Art, paintings, sculptures and decorative items;
- Any items/upgrade work for areas considered primarily to be the owner's/operator's private area/workspace or which are not considered to be visitor areas (E.g. bedroom, bathroom, study/home office, storeroom, living room, closets, staff rooms, caretaker's quarters, utility rooms);
- Any upgrade work completed prior to the commencement of this grant facility.
- Replacement/Purchase of furniture, equipment and appliances;
- Replacement/Purchase of linens, towels, window coverings and soft furnishings.

These lists are not exhaustive. Approval of proposed upgrade works will also be subject to the discretion of the implementing agency.

Tobago Tourism Agency Limited  
Jerningham Court,  
Corner of Jerningham and Ross Streets,  
Upper Scarborough, Tobago

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