



TOBAGO TOURISM ACCOMMODATION RELIEF GRANT

APPLICATION FORM

INSTRUCTIONS

1. Applicants must complete relevant sections of this 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.*
2. 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.
3. 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.
4. 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

**APPLICATION FOR GRANT FUNDING FOR THE UPGRADE OF TOURISM
ACCOMMODATION FACILITY - TOBAGO**

DECLARATION BY APPLICANT

*TO: Secretary of Tourism, Culture and Transportation
Division of Tourism, Culture and Transportation - Tobago House of Assembly*

The information contained herein is submitted in support of an application made by:

.....
(Applicant Enterprise)

TOURISM ACCOMMODATION CATEGORY:

.....
I/We attach the following documents/copy of document:

1. Application form duly completed;
2. Proof of Citizenship/residency in Tobago for the past 5 years; and evidence of National Identification Card/Passport/Driver's Permit for the Owner/Operator;
3. Operating as a tourism accommodation for more than one (1) year;
4. Evidence of Business Registration (Certificate of Business Registration, Certificate of Incorporation/Continuance, Notice of Directors, Details of Shareholders and Directors);
5. Proof of Ownership of Property/ Deed or in the absence of such, an Affidavit to support right of use to the property;
6. Building Approval from the Town & Country Planning Division;
7. Proof of Public Liability Insurance;
8. Board of Inland Revenue Tax Clearance Certificate;
9. Value Added Tax (VAT) Clearance Certificate (if applicable)
10. Hotel Tax Receipts for three (3) months prior to date of application (if applicable)
11. Financial Statements for the past two (2) years;

- 12. [] 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)
- 13. [] If Trinidad and Tobago Tourism Industry Certification Programme (TTTIC) certified, provide copy of valid Certificate. If not TTTIC certified, provide copy of Application submitted to Tobago Tourism Agency Limited.
- 14. [] Scope of works for all items and/or areas to be upgraded as outlined in Section C of this Application Form
- 15. [] Other (specify)

I/We hereby certify the following:

[] *I/we have been operating as a tourism accommodation provider for more than one (1) year.*

[] *All information provided in this application is true and correct and that if any false or deliberately misleading information has been supplied, it is an offence under the laws of Trinidad and Tobago.*

[] *I/We understand that any false information supplied in the completion of this application will result in the repayment of any grant funds received, the denial of grant funding in future and the right to seek legal redress for any benefits received.*

Signature

Date (dd/mm/yyyy)

PRINT NAME

Position in Enterprise

Company Stamp

**SECTION A:
GENERAL
PARTICULARS
(To be completed by all
Applicants)**

Name of Applicant:

Executive of the Applicant:

Name of Tourism Accommodation:
(if different from above)

Type of Business: Sole Trader Limited Liability Company Other

Address of Registered Office/Mailing Address:

Address of Tourism Accommodation *(if different from above):*

Tel:

Cell:

Fax:

Email:

Website:

Board of Inland Revenue No.:

Value Added Tax Registration No.:

Date of Commencement of Operations:
(dd/mm/yyyy)

Number of Employees:

**SECTION B:
PARTICULARS OF TOURISM ACCOMMODATION &
UPGRADE WORK (To be completed by all Applicants)**

Category of Tourism Accommodation (Tick the option which **best** describes your property based on the definitions in *Instructions* on Page 3):

- | | | | |
|-------------------|--------------------------|------------------------|--------------------------|
| Apartment/s | <input type="checkbox"/> | Guest House | <input type="checkbox"/> |
| Bed and Breakfast | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Eco-Lodge | <input type="checkbox"/> | Self-Catering Facility | <input type="checkbox"/> |
| Dive Lodge | <input type="checkbox"/> | Villa | <input type="checkbox"/> |

Other *Please Describe:* _____

Number of Guestrooms:

Brief Details of any Upgrade Work recently undertaken

Timeframe	Area of Property where Upgrade Work was conducted & Type of Upgrade Work	Estimated Expenditure (TT\$)
Ongoing		
Last 6 months		
Last 1-2 years		

**SECTION C:
PARTICULARS OF PROPOSED UPGRADE WORK**
(To be completed by all Applicants and MUST be supported by three (3) quotations where applicable)

Details of Proposed Upgrade Work to be funded by this Grant

Timeframe for completion (dd/mm/yyyy)	Proposed Upgrade Work		Estimated Expenditure (TT\$)
	Area (E.g. Lobby)	Type of Upgrade Work (E.g. Tiling of 20 x 20ft Floor)	

FOR OFFICIAL USE ONLY:

Tick (✓)	Item	Date	Officer
	<i>Application Form with required documents submitted</i>		
	<i>Additional documents/information required</i>		
	<i>Additional documents/information submitted</i>		
	<i>Application accepted</i>		
	<i>Site Visit conducted</i>		
	<i>Evaluation Report submitted</i>		
	<i>Application Approved/ Not Approved</i>		
	<i>Grant disbursed</i>		