



# TOURISM ANCILLARY SERVICES & NICHE GRANT **GUIDELINES**

Prepared by the  
Business Development Unit and the  
Tobago Tourism Agency Limited



## CRITERIA AND GUIDELINES

### Purpose of Grant:

The purpose of this grant is to support the upgrade of Tobago's tourism ancillary services, as part of the Government's response to the economic fallout in the island's tourism industry as a result of the COVID-19 pandemic.

This grant will be utilized to cover the following areas:

- i. Inventory support- defined as factor inputs towards end products
- ii. Storage cost
- iii. Environmentally sustainable equipment
- iv. Digitalization of business

It is to be noted that application must satisfy the conditionality with Cases by evidence and strong validation must be made for any or all of points (i) – (iv) above.

### Stakeholders:

Owners/operators of the following tourism ancillary services may apply to access this grant:

- Food and Beverage
- Facilities and Attractions
- Adventure and Recreation
- Weddings and Events
- Transportation, Tour Operators (Land and Sea) and Tour Guides

### The Grant:

The quantum of the grant ranges from a max of \$10,000 to \$50,000 and will be determined on a case by case basis.

### Qualifying Criteria:

- Completed application form;
- National Identification Card/Passport/Driver's Permit
- Operating as a tourism business for more than two (2) years;
- Public Liability Insurance (if applicable);
- Board of Inland Revenue Tax Clearance Certificate;
- Evidence of Business Registration (Certificate of Business Registration, Certificate of Incorporation/Continuance, Notice of Directors, Details of Shareholders and Directors);
- Value Added Tax (VAT) Clearance Certificate (if applicable);
- Financial Statements for the past two (2) years (if applicable);
- Evidence of registration with a relevant tourism association
- Scope of Upgrade Works if applicable or attached invoices and receipts.

## THE GRANT PROCESS

1. An application is made to the office of the Business Development Unit (BDU) in the Division of Finance and the Economy, where the screening team comprising two Tobago Tourism Agency Limited (TTAL) and two BDU officers will coordinate to screen and verify the documents (as outlined in the Checklist, or as requested by the screening team), and assess eligibility.
2. Once this is complete, A BDU officer will then prepare an assessment package for each application to be sent to the Fund management Committee for recommendation. This committee will meet once a week or as is deemed necessary.
3. The application is then submitted to the Secretary of Community Development, Enterprise Development and Labour for consideration and final decision.
4. Once the applicant has gotten the approval, BDU then issues the letter of approval to the applicants and prepares the legal document.
5. The Client would then be invited to sign the legal agreement. The Client would be given one copy of this agreement, and most importantly the first tranche (50%) of the grant money is disbursed by BDU.
6. The Client will be required to submit an activity report/status to the technical team (BDU+TTAL) with evidence of the first tranche injection (attaching bills, invoices and other documents as indicated by the BDU) Once evidence of the first tranche is satisfied, payment of second tranche (50%) is effected
7. The Client will continue to use the funds as outlined in the legal agreement, and when completed, will submit final receipts to the technical committee for payments received
8. A TTAL officer from that committee will verify whether the grant was successfully used or if the applicant has to repay the grant.

For further information on accessing this grant, please contact:

**BUSINESS DEVELOPMENT UNIT  
Division of Community Development,  
Enterprise Development and Labour,  
10 Montessori Drive, Glen Road  
Tobago**

**Phone:** 660-7724 / 639-4818 / 639-2615