

## Trinidad and Tobago Tourism Accommodation Upgrade Project *Hotels and Guesthouses (6-150 guestrooms)*

### Application Guidelines

---

**The Project** is a tourism incentive project which provides a partial reimbursement grant to eligible tourism accommodation properties in Trinidad and Tobago for upgrade work conducted to the interior/exterior of the property.

#### The Incentive

---

**Hotels and Guesthouses with 6-150 guestrooms** can benefit from a reimbursement of **50%** of upgrade expenditure per room up to a maximum reimbursement of \$25,000 per room in Trinidad and \$30,000 per room in Tobago up to an overall maximum reimbursement of **\$1,500,000** per property.

#### Application Process

---

The Applicant is required to submit the Application Form along with the original and **two copies** of the following documents:

- Form of Identification for Property Owner/Manager/Representative;
- Proof of Property in existence for four years and over;
- Certificate of Business Registration;
- Proof of Ownership of Property/Deed;
- Hotel Tax Receipts for three months prior to the date of application;
- Board of Inland Revenue Tax Clearance Certificate;
- Value Added Tax (VAT) Clearance Certificate;
- Building Approval from the Town and Country Planning Division (Consideration would be given to properties that do not have approval but have been in operation for more than 4 years and that specific requirements of the Town and Country Planning Division would be met);
- Public Liability Insurance;
- Proof of certification/registration/application under the Trinidad and Tobago Tourism Industry Certification (TTIC) Programme or the Tobago House of Assembly (THA);
- Scope of Upgrade Works with estimated costs, plans, timelines and quotations.

## Examples of Eligible Upgrade Work

---

Areas which may be eligible for upgrade work may include but are not limited to the following:

Area	Type of Work
Reception/Front Desk	Painting; Lighting; Signage; Landscaping; Parking Areas; Walkways; Replacement of ceilings, floorings and walls; Repair/replacement to roof; Electrical/plumbing repairs and replacement; Repair/replacement of furniture and appliances; Linen and drapes; Installation of security systems, fire safety systems; Internet Infrastructure; Exterior works such as perimeter fencing/ walls, drainage and sewerage; Sustainable initiatives such as green initiatives and use of renewable energy.
Public Restrooms	
Dining Area	
Kitchen	
Meeting/Pre-Function Areas	
Bar Facilities	
Gyms/Fitness Rooms	
Swimming Pools	
Private Areas (Guestrooms – Balcony, Bathroom, Kitchenette)	
Food Preparation/Service (Storage, Food Holding Display)	

## Ineligible Upgrade Work

---

The following items will not be considered eligible for upgrade:

- Consumables (Guest Amenity Items);
- Project Management/ Consultant/ Interior Designer/Landscaper/Architect or other related fees;
- Any upgrade work completed prior to the approval of this incentive programme;
- New Construction/New Build.

These lists are not exhaustive and will be subject to consideration by and/or the discretion of the implementing agencies.