



## PHASE 2 TOURISM ACCOMMODATION RELIEF GRANT 2021

### 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), Pleasant House, Corner Bacolet Street Extension & Hamilton Street, 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)**.
4. Applicants must submit detailed scope of works stating proposed key areas.

For further information on accessing this grant, please contact:

**Tobago Tourism Agency Limited**  
**Pleasant House,**  
**Corner Bacolet Street Extension & Hamilton Street,**  
**Scarborough,**  
**Tobago.**  
**Phone: (868) 612-8825**  
**E-mail: [destination@tobagotourism.org](mailto:destination@tobagotourism.org)**

**APPLICATION FOR GRANT FUNDING UNDER THE  
PHASE 2 TOURISM ACCOMMODATION RELIEF GRANT 2021**

**DECLARATION BY APPLICANT**

TO: Chief Executive Officer, Tobago Tourism Agency Limited

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

.....  
(Name of Applicant Enterprise)

**Accommodation Category (circle one):** 2-7 rooms / 8-50 rooms / 51-99 rooms/ 100+ rooms

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

1.  Application form duly completed;
2.  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.  Board of Inland Revenue Tax Clearance Certificate;
7.  Value Added Tax (VAT) Clearance Certificate;
8.  Room Tax Receipts for the past 3 months prior to date of application (if applicable);
9.  Proof of Public Liability Insurance (if applicable);
10.  Financial Statements for the past two (2) years;
11.  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)
12.  If Trinidad and Tobago Tourism Industry Certification Programme (TTTIC) certified, provide copy of valid Certificate. If not TTTIC certified, provide copy of application and fee payment submitted to Tobago Tourism Agency Limited.
13.  Scope of works for all items and/or areas to be upgraded as outlined in Section C of this Application Form
14.  Other (specify) .....

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

***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.*

**NOTE: UNSIGNED AND UNDATED APPLICATIONS WILL NOT BE ACCEPTED**

\_\_\_\_\_  
*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:**

**Registered Business Name:**

**Business Trading Name:**  
*(if different from above)*

**Type of Business:** Sole Trader       Limited Liability Company       Partnership

**Address of Registered Office/Mailing Address:**  
*(as stated on Business Registration)*

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

**Business Tel:**

**Cell 1:**

**Cell 2:**

**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  
(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\$)
<b>Ongoing</b>		
<b>Last 6 months</b>		
<b>Last 1-2 years</b>		

**SECTION C:**  
**PARTICULARS OF PROPOSED SCOPE OF WORKS/ KEY AREAS**  
 (To be completed by all Applicants and **MUST** be supported by  
**ONE** (1) quotations/ outstanding bill ‘readout’ per item)

<b>No. (#)</b>	<b>Key Area</b> (i.e. Operational Expenses; Utility Expenses; Landscaping; Health & Safety; Public Liability Insurance)	<b>Details/ Description</b>	<b>Estimated Expenditure (TT\$)</b>

**FOR OFFICIAL USE ONLY:**

<b>Tick ( )</b>	<b>Item</b>	<b>Date</b>	<b>Officer</b>
	<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>Evaluation Report submitted</i>		
	<i>Application Approved/ Not Approved</i>		
	<i>Grant disbursed</i>		