



PHASE 2 TOURISM ACCOMMODATION RELIEF GRANT 2021

CRITERIA AND GUIDELINES

Purpose: The purpose of this grant is to provide financial support to owners/operators as an immediate intervention aimed at assisting accommodation properties with reopening and 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 \$50,000 to \$300,000 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	\$50,000
8-50 Rooms	Guesthouses/ Self-Catering Apartments/Small Sized Hotels	\$150,000
51-99 Rooms	Medium Sized Hotels	\$250,000
100+ Rooms	Large Hotels	\$300,000

INSTRUCTIONS

1. Definitions:

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

Bed and Breakfast: an establishment consisting of 1 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 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).*
3. 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.
4. Applicants must submit detailed scope of works stating proposed 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

QUALIFYING CRITERIA

- Completed Application Form;
- National Identification Card/Passport/Driver's Permit;
- 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;
- Board of Inland Revenue Tax Clearance Certificate;
- Value Added Tax (VAT) Clearance Certificate;
- Room Tax Receipts for the past 3 months prior to date of application (if applicable);
- Public Liability Insurance;
- 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 Trinidad and Tobago Tourism Industry Certification Programme (TTTIC) certified, copy of valid Certificate to be provided. If not TTTIC certified, copy of application and fee payment submitted to Tobago Tourism Agency Limited (TTAL) to be provided;
- Scope of Upgrade Works.

ELIGIBLE KEY AREAS

The Grant Funding will be utilised for operational expenses, maintenance works and addresses the elements for compliance with health and safety standards and protocols that are in line with TTTIC, as well as, sustainable development initiatives in alignment with the islands tourism growth strategy.

Key Areas Eligible under the Phase 2 Tourism Accommodation Relief Grant 2021

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

- a) Operational Expenses towards reopening (Security expenses, clean-up costs, equipment maintenance etc.)
- b) Utility Expenses (Electricity, Water, Gas)
- c) Landscaping
- d) Expenses towards compliance with Health and Safety standards and Trinidad and Tobago Tourism Industry Certification (TTTIC).
- e) Public Liability Insurance.

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