

## Tourism Accommodation Upgrade Project

*Small Tourism Properties (1-5 guestrooms)*

### Application Guidelines

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**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

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**Small Tourism Properties with 1-5 guestrooms** can benefit from a reimbursement of **40%** 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 **\$150,000** per property.

#### Application Process

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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 Operating as a tourism accommodation for more than 4 years;
- Proof of Ownership of Property/Deed;
- Building Approval from the Town and Country Planning Division for all structures, extensions or alterations to the facility and for change of use from single family to multi-family resident where applicable;
- Public Liability Insurance;
- Board of Inland Revenue Tax Clearance Certificate;
- Certificate of Business Registration (if applicable);
- Value Added Tax (VAT) Clearance Certificate (if applicable);
- Proof of membership of the Small Tourism Accommodation Owners of Trinidad and Tobago (STAOTT) or the Tobago Unique Bed and Breakfast and Self-Catering Facilities Association (TUBBSCA);
- 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

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

Area	Type of Work
Exterior/External Walls	Painting;
Common Areas (Corridors/Restrooms)	Lighting;
Bedrooms	Landscaping;
Bathrooms	Repair of ceiling, flooring and walls;
Kitchens and Kitchenettes	Repair/replacement of roof;
Laundry Facilities for Villas/Apartments only	Electrical/plumbing repairs and replacement;
Parking Facilities	Replacement of fixtures;
Pools	Repair/replacement of furniture and appliances;
Saunas/Spas	Replacement of fire extinguishers;
	Replacement of electrical outlets;
	Exterior works such as perimeter fencing/ walls, drainage and sewerage;
	Sustainable initiatives such as green initiatives and use of renewable energy.

## Ineligible Upgrade Work

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The following items will not be considered eligible for upgrade:

- Linens and towels;
- Guest Amenity Items;
- Cleaning Equipment and Supplies;
- Cutlery and Crockery;
- Telephone and Internet Infrastructure and Service;
- Security Systems;
- Signage;
- Decorative Items/Accessories;
- Any items/upgrade work for areas considered primarily to be the owner's private area/space or which are not considered to be visitor areas (E.g. bedroom, bathroom, study/home office, storeroom, living room, closets, staff rooms, caretaker's quarters, utility rooms);
- New Construction/New Build.
- Any upgrade work completed prior to the offering of this incentive.

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