



## Strategic Tourism Transport Business Continuity Scheme

### Application Form Completion Notes

This document provides guidance notes to help inform and support the completion of your Application Form and should be read in conjunction with the Scheme Guidelines. In addition, help text is provided within the seven-page Application Form at each question and should also be referred to.

**Applicants:** Please ensure that you carefully read this document in conjunction with the Scheme Guidelines prior to completing the Application Form. As part of the application, you will be required to upload information in the correct format, otherwise a delay in your application process may occur.

The more complete the final application the easier the evaluation process will be, and the sooner we can make payment. For any questions on the scheme – please see Scheme Guidelines or email [customersupport@failteireland.ie](mailto:customersupport@failteireland.ie)

#### **Special Notes:**

Fáilte Ireland is keen to respond to any questions or queries that might arise from Applicants during the process. We will therefore facilitate a 'Frequently Asked Questions' (FAQs) process whereby applicants can submit queries to [customersupport@failteireland.ie](mailto:customersupport@failteireland.ie). While we will respond to all queries, we will also create an FAQ Document which will be published on a regular basis and made available to all Applicants at the following [link](#).

Fáilte Ireland encourages all applicants to avail of the opportunity to engage directly with us and to review all materials that we issue in relation to the Strategic Tourism Transport Business Continuity Scheme and the application process on the website.

As this document aims to guide you through the application form, see below an outline what is required on each page.

#### **Special Notes:**

##### **GUIDANCE FOR USING THE NAVIGATION BUTTONS ON EACH PAGE OF THE APPLICATION FORM**

- (1) **SAVE:** this will save all entered text. You can leave and return to the page and all text entered will be saved.
- (2) **SAVE & EXIT:** this will save all entered text and exit the application form. When you return to the form, you will resume where you left off.
- (3) **DISCARD:** if you select this option, you will discard the full application form and everything you have entered will be lost. You will then need to start a new application.
- (4) **PREVIOUS:** if you select this you will go back to the preceding page, any text not saved on the current page you were working on will be lost. Please ensure you 'Save' prior to selecting 'Previous'.
- (5) **NEXT:** this brings you on to the next page.



Please note:

- It is advisable to 'Save' each page before you proceed to the next.
- In sections where responses require a large amount of text, it is advisable to Press 'Save' to save entered text.

## Page 1 – Eligibility Criteria

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This page outlines the eligibility criteria for the scheme for potential applicants to meet. It requires self-declaration by way of tick box for each question to proceed. Additional specific criteria relating to each business sector is available in the Scheme Guidelines. Please do not proceed if you are not fully eligible as unfortunately your application will not be successful.

As an applicant business you must satisfy the following qualifying criteria for this scheme, you must:

- Meet one of the business categories defined (per Scheme Guidelines).
- Meet the qualifying criteria related to the reduction in your eligible tourism turnover i.e. a 75% downturn in average monthly eligible tourism turnover comparing the following periods:  
Average Eligible Tourism Monthly Turnover 2019 against Average Eligible Tourism Monthly Turnover January 2021 – March 2021
- Have a minimum eligible tourism turnover in 2019 of €50,000
- Have been established prior to 1<sup>st</sup> January 2020

## Page 2 – General Information Required

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This page lays out the information required of the applicant. It is advisable to have all this information to hand before you start the application form for ease of completion. The more complete the final application the easier the evaluation process will be, and the sooner we can make payment.

The only requirement of the applicant on this page is to ensure they read and understand the information as listed, and that they tick the declarations at the bottom.

The following is required of **ALL** applicants:

1. Tax Reference Number (TRN)
2. Registered Charity Number or Companies Registration Office Number (CRO) as appropriate.
3. Full Annual Financial Statements for 2019
  - If your business has availed of small company exemptions and has filed abridged accounts, there is a need for disclosure of full Financial Statements including the company Profit and Loss Statement.
  - If your business is a Sole Trader or Partnership, where full financial statements have not been prepared you will need to provide your 2019 business profit and loss account.
4. Management Accounts for 2020, along with those for Q1 2021 (January – March 2021).
5. Copy of your most recent tax return (CT1, Partnership or Individual as appropriate)
6. A copy of your bank statement header to verify details for payment. This information will only be used in verifying the payment details so that we can process the payment without unnecessary delay. It will only be retained for successful applicants.

The following is required of **SOME** applicants

1. Applicants whose average eligible tourism turnover is more than €1m must provide an independent auditor's letter confirming that this is the case
2. Under State Aid rules, large and medium-sized enterprises more than 3 years in business cannot have been an undertaking in difficulty ON OR BEFORE 31 December 2019. If your business is a large or medium sized enterprise over 3 years in business and was not an

undertaking in difficulty (have not entered insolvency proceedings), an uploaded letter of either (i) an independent Accountant's verifying that this is the case or (ii) an Audit Letter/Report (dated 2019 or 2020 signed by your Accountants for your most recently prepared year-end Financial Statements is required.

3. The value of State Aid received by the applicant or where the applicant is a member of a group, the value of State Aid received by those group entities to date, under the Covid-19 EU State Aid Temporary Framework for State Aid measures to support the economy in the current Covid-19 pandemic.

### **Tourism Chauffeur, Limousine and Escorted Private Tours,**

4. Validation of 10% of eligible tourism turnover must be provided
5. Relevant licencing information must be included

An excel template (available here) is provided for ease of completion of validation of eligible tourism turnover and licencing / registration information as appropriate.

For all applicants, consent is required to share information with the Revenue Commissioners and National Transport Authority (NTA).

## **Page 3 - Applicant Business Details**

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In this Section, you must ensure that you provide the correct details for each question. We will look for contact details, including phone and email, along with some additional information on the business. There are 2 questions to note -

### **Question 3.3**

This question asks you to provide an overview of the group, should your business be part of a group structure. This is relevant for State Aid caps and is only required where a group structure exists.

### **Question 3.4**

This question asks the applicant to provide an overview of the business for which they are applying for.

Applicants should note that this question is not considered as part of the evaluation of applications or the potential funding. Your response will simply provide Fáilte Ireland with background information and more context to inform and support your application, while ensuring you are in one of the Business Categories indicated for this scheme.

## **Page 4 - State Aid**

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In this part of the Application Form, Applicants are required to complete this Section in its entirety to ensure compliance with State Aid Rules. Please refer to the terms and conditions of grant funding in the scheme's guidelines.

### **Question 4.1**

Applicants are required to confirm the size of their business, and to confirm that they were not 'an undertaking in difficulty' in 2020 – that the business has not entered into an insolvency agreement in Ireland since 1<sup>st</sup> January 2020.

- Micro enterprises are defined as having fewer than 10 employees and an annual turnover not exceeding €2m or an annual Balance Sheet total not exceeding €2m.
- Small enterprises are defined as having between 10 and 49 employees and an annual turnover not exceeding €10m or an annual Balance Sheet total not exceeding €10m.
- Medium-sized enterprises are defined as having between 50 employees and 249 employees and an annual turnover not exceeding €50m or an annual Balance Sheet total not exceeding €43m.

- Large enterprises are defined as having 250 employees or more and an annual turnover exceeding €50m or an annual Balance Sheet total exceeding €43m.

### **Required Supporting Documentation:**

#### **Question 4.4**

If this section is **applicable** to an applicant (a large or medium sized business operating longer than 3 years and not 'an undertaking in difficulty'), the applicant is required to **upload a 1 file** to verify this.

<b>Question Number:</b>	<b>Required Documentation:</b>	<b>Format:</b>
<b>4.4</b>	An Independent <b><u>Accountants Letter</u></b> or an <b><u>Auditor Letter</u></b>	Upload an accountant's letter or auditor letter.

#### **Question 4.5 and 4.6 – State Aid Supports**

Applicants must confirm if the business (or any business in group) has previously received State Aid. If this is the case, applicants are required to provide relevant details of that funding.

Applicants must also provide full details of any funding from any other public bodies that has been received, has been applied for, is intended to be applied for, or which has been approved. Please see list below for these Schemes:

#### **List of the schemes Ireland has had approved under the Temporary Framework**

	<b>Title</b>	<b>Granting Authority</b>
1	Repayable Advances Scheme Ireland	Enterprise Ireland & IDA Ireland
2	Sustaining Enterprise Scheme	Enterprise Ireland & IDA Ireland
3	Scheme to facilitate COVID-19 relevant research and development, to support construction and upgrade of testing and upscaling facilities of COVID-19 relevant products and to support investments into the production of COVID-19 relevant products	IDA Ireland
4	Covid 19- Credit Guarantee Scheme	Strategic Banking Corporation of Ireland
5	Irish Restart Grant	Enterprise Ireland
6	COVID 19 Adaptation Fund for the Re-Opening of Tourism and Hospitality businesses	Fáilte Ireland
7	Beef Finishers Payment	The Department of Agriculture, Food and the Marine
8	Live Performance Scheme	Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media
9	Irish Coach Tourism Scheme	Fáilte Ireland
10	Ireland-Based Inbound Agents Business Continuity Scheme	Fáilte Ireland
11	Tourism Business Continuity Scheme 2021	Fáilte Ireland
12	Small Business Assistance Scheme for COVID (SBASC)	Department of Enterprise, Trade and Employment

### **Required Supporting Documentation:**

If this section is applicable to applicant, a self-declaration of the funds received is adequate. However, please note, Fáilte Ireland reserves the right to request further information and verification.

### **Page 5 - Payment Details.**

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In this Part of the Application Form, you are required to provide your bank details. If successful, the grant will be paid by electronic transfer to the business account that is provided (following a tax compliance check).

Applicants should note that they will receive a call to verify the bank details provided as part of a security check.

### **Required Supporting Documentation:**

The applicant is required to upload **1 file** in this section.

<b>Question Number:</b>	<b>Required Documentation:</b>	<b>Format:</b>
5.5	A copy of a <b>bank statement header</b> (to verify your bank account details)	Upload a file or a screen shot.

### **Page 6 - Commercial Details**

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On this page you must ensure that you provide the correct information and relevant supporting documentation for each question as required. Please note, not every question on this page is applicable to all applicants.

It is essential that the information provided is correct with the right documentation attached. The information provided here will be used in the calculation of the grant.

There are a minimum of **three** uploads required in this section.

- All applicants will be required to upload their Financial Statements for the accounting year ending in 2019. If your business accounting year does not follow the calendar year, please upload the Financial Statements that cover the 12 months of 2019. This may mean that 2 sets of Financial Statements are provided.
- If your business has availed of small company exemptions under the Companies Act 2014 and has filed abridged accounts to the CRO, there is a need for disclosure of full Financial Statements including the company Profit and Loss Statement as part of this application. If your business is a Sole Trader or Partnership, where full financial statements have not been prepared you will need to provide your 2019 business profit and loss account as part of this application
- Management Accounts for 2020. Should you be providing Financial Statements that cover a portion of 2019 and 2020, then the Management Accounts for the remainder of the year are required. Please also provide Management Accounts to cover the period January 2021 – March 2021. If you do not have management accounts, P&L accounts may be submitted.
- Copy of most recent tax return (CT1, Partnership, Individual as appropriate)
- Applicants whose eligible tourism turnover in 2019 is more than €1m must provide an independent auditors / accountants letter confirming that this is the case
- All applicants will need to declare the following
  - Total 2019 Turnover
  - Average eligible tourism monthly 2019 Turnover (total divided by 12)

- Average eligible tourism turnover for the months January 2021 – March 2021 (total turnover in these 3 months divided by 3). If there has been no eligible tourism turnover received, please declare Zero. There must a reduction of 75% in these two averages to be eligible for this Scheme.
- If you have applied for the Small Business Assistance Scheme for COVID (SBASC) from the Department of Enterprise, Trade and Employment and administered through the Local Authorities. This is will not make you ineligible for this Scheme, however, the expected payment of €4k will be deducted from the grant total paid out through this Strategic Tourism Transport Business Continuity Scheme.
- If funding has been received through the recent Fáilte Ireland Schemes –
  - Coach Tourism Scheme
  - Ireland Based Inbound Agent Scheme
  - Tourism Business Continuity Scheme 2021
 Any funding received will not make you ineligible for this Scheme, however, it will go toward an overall cap of 10% of any grant payment based on eligible tourism revenue.

### **Tourism Chauffeur, Limousine Services and Escorted Private Tours**

Additional information is required from businesses in these sectors from on this page.

- Limousine Licence or Road Passenger Transport Operator Licence information. An excel spreadsheet template will be provided (here), which will need to be completed and uploaded, prior to submission
- This excel spread sheet will also allow for the breakdown of eligible tourism turnover. Please note, turnover generated from activity in Northern Ireland is deemed ineligible.
- Verification is required to the value of 10% of the declared eligible tourism turnover. This verification may include invoice(s) from members of ITOA, IGTOA, AIPCO, or other Fáilte Ireland recognised tourism providers. If one invoice meets the verification level, then that one invoice will suffice, and multiple invoices are allowed.

Please note: where multiple files are uploaded, please ensure that any information on the page is saved prior to going back to those files. For example, should you realise you need to add another file or change an upload, if you don't save, any changes that you have made will not be saved and you will need to re-enter that information after uploading an additional file.

### **Page 7 - Declarations**

In this Section, the applicant is required to complete **24 declarations**. This is essential as all declarations must be completed before this application can be submitted for assessment. Please note, all applications will be declaring that they have or will obtain the Fáilte Ireland Covid 19 Safety Charter – information on which can be available here - [Covid 19 Safety Charter](#)



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Government of Ireland