

Fáilte Ireland Tourism Business Continuity Scheme Phase One Plus

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

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. 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 Tourism 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

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).
- Have received no CRSS payment, or only partial CRSS, on eligible tourism turnover. Those that have returned CRSS at the request of the Revenue Commissioners are also eligible to apply.
- Not been eligible for any of the following Fáilte Ireland Business Continuity Schemes:
 - Coach Tourism Business Continuity Scheme
 - Ireland Based Inbound Agent Scheme
 - Strategic Tourism Transport Business Continuity Schemeor received grant funding from Fáilte Ireland's Tourism Business Continuity Scheme Phase 1
- Golf properties who received funding through the Golf Ireland Golf Resilience Fund are not eligible to apply.
- Meet the qualifying criteria related to the reduction in your turnover i.e. a 75% downturn in average monthly turnover comparing the following periods:
Average Eligible Monthly Turnover 2019 against Average Eligible Monthly Turnover January 2021 – April 2021.
- Have a minimum eligible turnover in 2019 of €50,000.
- Have been established prior to 1st January 2020.
- Intend to resume trading in 2021 or when it is safe to do so in line with Government guidance.
- Have completed/commit to completing and adhering to the Fáilte Ireland Covid-19 Safety Charter.

Page 2 – General Information Required

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) or CHY number
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 and January to April 2021.
5. Portion of revenue attributed to tourism turnover in 2019 (note, this may be all turnover generated).
6. Copy of your most recent tax return (CT1, Partnership or Individual as appropriate), or if a Charity, proof of charitable status
7. A copy of a recent (since 2019) 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. If CRSS has been received, evidence of CRSS payments received as of 28th May 2021 (ROS screenshots will suffice, please last page of this document – [Appendix I – viewing / creating screenshots of previous CRSS claims](#) - for more information on how to capture screenshots).
2. Applicants whose average eligible turnover is more than €1m must provide an independent auditor's letter confirming that this is the case
3. 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:

- a. (i) an independent Accountant's verifying that this is the case or
 - b. (ii) an Audit Letter/Report (dated 2019 or 2020 signed by your Accountants for your most recently prepared year-end Financial Statements is required.
4. 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.
 5. Value of any operational financial support received the from public sources in 2020 / 2021 if applicable (e.g. Local Authority operational subvention, receipt of Small Business Assistance Scheme for Covid (SBASC), etc). We do not require any capital funding from public sources to be declared here.

Page 3 - Applicant Business Details

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.

Question 3.18 – 3.20

Finally, we require the following information as appropriate to your business type:

- Registered Charity Number,
- Company Registration Number,
- Tax Reference Number
- CHY number

Page 4 - State Aid

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 1st 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 1 file** to verify this.

Question Number:	Required Documentation:	Format:
4.4	An Independent <u>Accountants Letter</u> or an <u>Auditor Letter</u>	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

	Title	Granting Authority
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	Strategic Tourism Transport Continuity Scheme 2021	Fáilte Ireland
13	Small Business Assistance Scheme for COVID (SBASC)	Department of Enterprise, Trade and Employment

If relevant, Applicants must provide details on the funding source, the specific funding scheme, dates, a description of the funding (its purpose, etc), the funding sum. The purpose of this information is to ensure that there are no breaches of State Aid limits allowed.

Required Supporting Documentation:

If this section is applicable to the 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.

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.

The bank statement header must be no older than January 2019.

Required Supporting Documentation:

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

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

Page 6 - Commercial Details

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.

- All applicants will be required to upload their Financial Statements for the accounting year ending in 2019. Where Financial Statements do not run on a calendar year, please upload both sets of statements that cover the 2019 period.
- Management Accounts for 2020, and to cover the period January 2021 – April 2021. Management Accounts do not need to be produced or signed by an accountant. Internal business accounts will suffice here.
- If in receipt of CRSS – declaration of all CRSS received as at Friday 28th May 2021. Screenshots will be required to be uploaded from the ROS website
- All applicants will need to declare the following
 - Total 2019 turnover
 - Total eligible tourism turnover from 2019
- Please indicate the value of subventions received from any public body. You may exclude the following:
 - Funding received under any of the Temporary State Aid Schemes indicated above
 - EWSS/PUP
 - Any rent subsidy
 - Capital funding

Under this scheme, the value of any financial operational subventions received from public sources in 2020 will be deducted from the grant payment.

Required Supporting Documentation:

Question Number:	Required Documentation:	Format:
6.1	<p>Financial Statements for 2019</p> <p>Please provide 2019 Financial Statements. Where Financial Statements do not run on a calendar year, please upload both sets of statements that cover the 2019 period. 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.</p> <p>Note: Where abridged accounts have been filed full versions must be provided.</p>	File upload
6.2	<p>Please provide Management Accounts for 2020, and to cover the period January 2021 – April 2021. Management Accounts do not need to be produced or signed by an accountant. Internal business accounts will suffice here.</p>	File upload
6.7	<p>For applicants who have received CRSS for a portion of their business but have not received CRSS or other government supports for the tourism aspect of the business, please upload summary of payments. This is available to a through ROS eRepayments screens. Please see support document for further information.</p>	File upload
6.11	<p>Please provide a copy of your most recent tax return (CT1, Partnership or Individual as appropriate)</p> <p>If applicant business is a Charity, proof of charitable status will be required.</p>	File upload
6.12	<p>Applicants whose <u>eligible turnover</u> is greater than €1m must provide an independent auditors / accountants letter confirming that this is the case</p>	File upload

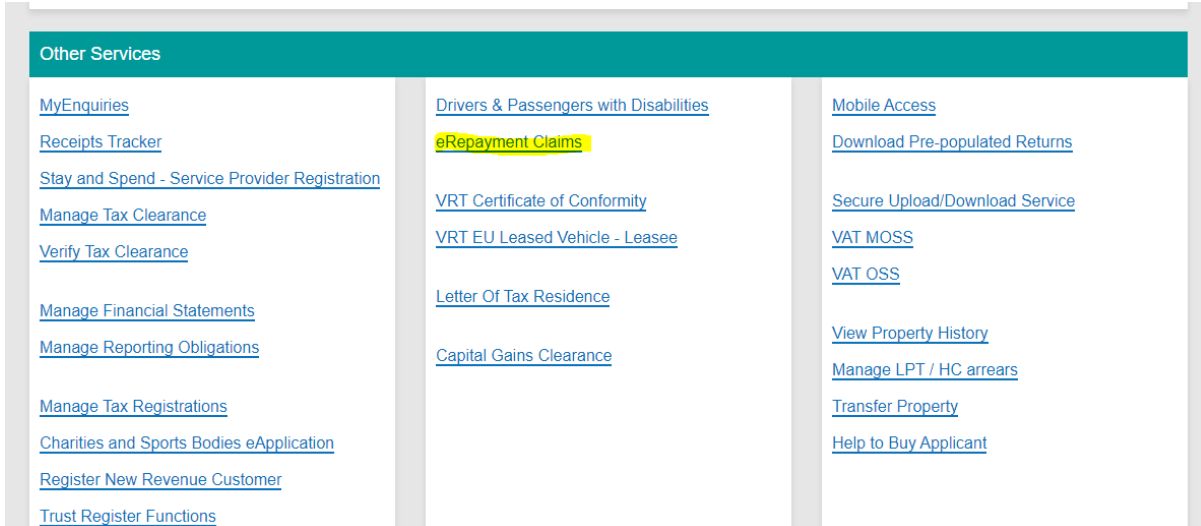
Page 7 - Declarations

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.

APPENDIX 1 – Viewing / Creating Screenshots of previous CRSS claims

Viewing CRSS previous claims.

1. Log in to ROS and go to eRepayment claims.



The screenshot shows a grid of service links under the heading 'Other Services'. The 'eRepayment Claims' link in the middle column is highlighted in yellow.

Other Services		
MyEnquiries	Drivers & Passengers with Disabilities	Mobile Access
Receipts Tracker	eRepayment Claims	Download Pre-populated Returns
Stay and Spend - Service Provider Registration	VRT Certificate of Conformity	Secure Upload/Download Service
Manage Tax Clearance	VRT EU Leased Vehicle - Leasee	VAT MOSS
Verify Tax Clearance	Letter Of Tax Residence	VAT OSS
Manage Financial Statements	Capital Gains Clearance	View Property History
Manage Reporting Obligations		Manage LPT / HC arrears
Manage Tax Registrations		Transfer Property
Charities and Sports Bodies eApplication		Help to Buy Applicant
Register New Revenue Customer		
Trust Register Functions		

2. Go to Manage your claims.

[← Back to ROS](#)

Welcome to eRepayment Claims

Make a new claim

This service allows you to make a repayment claim for Mineral Oil Tax, Sugar Sweetened Drinks Tax (SSDT), Stamp Duty (S83D), Covid Restrictions Support Scheme (CRSS) and specific VAT repayments for unregistered persons.

[Make a claim →](#)

Previous Claims

You can check the status of your previously submitted claim(s) and view the details here. This option can also be used in certain circumstances to edit your claim and provide further information if requested.

[Manage your claims](#)

Manage Bank Details

You can manage your bank details here for Unregistered VAT.

[Manage Bank Details](#)

- Click view on the claim you want to view in detail. Please screenshot this screen (using Print Screen button) and save in a new word document.

[← Back](#)

Claim History

This screen allows you to view and edit your previous claims.

For VAT 58 & 71 claims decision details can be seen when 'View ' is selected.

Display records per page

Search

↕ Type	▼ Submission Date	↕ Claimed Amount	↕ Status	Action
Form CRSS	14/05/2021	€1,000.00	Approved	View
Form CRSS	14/05/2021	€1,000.00	Approved	View
Form CRSS	14/05/2021	€4,000.00	Approved	View
Form CRSS	14/05/2021	€1,000.00	Approved	View
Form CRSS	14/05/2021	€1,000.00	Approved	View
Form CRSS	14/05/2021	€1,000.00	Approved	View
Form CRSS	13/05/2021	€4,000.00	Approved	View
Form CRSS	13/05/2021	€4,000.00	Approved	View
Form CRSS	13/05/2021	€4,000.00	Approved	View
Form CRSS	13/05/2021	€4,000.00	Approved	View

Showing page 1 of 3

Previous 2 3 Next

- This takes you to the claim summary screen. Please take a snip of your Claim Details on this screen (using Snipping Tool), copy and save in the newly created word document. **Please do not include personal details** section with your submission.

Summary

Submit a claim for Covid-19 Restrictions Support Scheme (CRSS)

Decision Notification: Approved

Personal Details			
PPSN: 0057942B			
Name: Ivan Danko (sttu)			

Claim Details			
Business premises: Business 4			
Address: 24 street, Limerick , Dublin 3 , V94TW3X			
Type: Bowling Alley			
Restart week: 31/May/2021 - 06/Jun/2021			
Continued CRSS eligibility declaration: No			

Claim amount calculation

Based on your information provided above, you are making a claim to receive the following amount from the CRSS scheme:

Business premises	Average weekly refund	No. of weeks	Claim amount
Business 4	€1,000.00	1	€1,000.00
Total claim:			€1,000.00

Please see below for an illustration of snipping tool. **Please ensure that the personal details have been removed from the snip before submission:**

Claim Details			
Business premises: Business 4			
Address: 24 street, Limerick , Dublin 3 , V94TW3X			
Type: Bowling Alley			
Restart week: 31/May/2021 - 06/Jun/2021			
Continued CRSS eligibility declaration: No			

Claim amount calculation

Based on your information provided above, you are making a claim to receive the following amount from the CRSS scheme:

Business premises	Average weekly refund	No. of weeks	Claim amount
Business 4	€1,000.00	1	€1,000.00
Total claim:			€1,000.00

5. Once you have all your screenshots together in a document, please save and upload to the application in Question 6.7. The upload file may be as a Word document or PDF, either will suffice.