



Government of the Republic of Trinidad and Tobago
Ministry of Tourism, Culture and the Arts



DOTS REIMBURSEMENT GRANT APPLICATION CHECKLIST

Please note that all related Application forms **must** be accompanied with the required documents as detailed below:

- A Cover Letter addressed to the Permanent Secretary stating clearly what is being requested;
- A detailed budget in addition to the budget submission on the application form.
- Project Proposal/Report
- Copies of relevant quotations, bills and invoices
- A copy of the Incorporation Certification, Act of Parliament or Company Registration documents
- List of Directors and primary applicant identification
- Evidence of bonafide. For example registration with:
 - Registry for Artists and Cultural Workers
 - Government Ministry
 - Recognized umbrella Non-Governmental Organization (TUCO, COTT, PATT, etc.)
- Links to the completed project or sufficient evidence as to its current status and completion within the stipulated timeframe.

*The application package, with all supporting documents as well as cover letters are to be addressed to:

Permanent Secretary
Ministry of Tourism, Culture and the Arts
Attention: Grants, Sponsorship and Subventions Secretariat
Levels 8 – 10, Tower C,
International Waterfront Complex
1A Wrightson Road,
Port of Spain,
Trinidad and Tobago

OR submitted via email- grantsandsponsorship@gmail.com

N.B. An active bank account in the name of the business or person applying is MANDATORY for receipt of funding. All applicants must submit a DOTS Project Completion Report form once event has been undertaken.



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PROJECT PROPOSAL GUIDELINES

To facilitate submission of comprehensive applications, consider the following proposal guidelines.

1. COVER LETTER

Your cover letter should be addressed to the Permanent Secretary of the Ministry of Tourism, Culture and the Arts and include a summary of your project as well as the total expenditure.

2. APPLICANT'S OVERVIEW

This should include individual/organization's background and objectives and industry experience. Include a brief on main team members and suppliers critical to the project (may include photos, videos etc.).

3. START DATE AND END DATE

Indicate the date your project began and ended or is intended to end.

4. PROJECT OVERVIEW

A detailed description of your digitalization project and how it aligns with DOTS. Include project details such as process maps, sponsors and partners, project status etc.

5. PROJECT BACKGROUND, OBJECTIVES AND OUTCOMES

Give the justification and history of the project, specific objectives and the potential benefits to the applicant. Identify limitations, constraints or risks and mitigation strategies.

6. MARKET ANALYSIS

Include details regarding target audience, organizational strengths and weaknesses, and position within the industry.

7. TOURISM OR CREATIVE ALIGNMENT & PROJECT BENEFITS

Where applicable, identify how the digitalization project supports the Ministry's policies, regarding tourism and creative industries by:

- i. Attracting significant international publicity for Trinidad and Tobago as a tourist destination
- ii. Demonstrating a capacity to generate awareness of the destination through mainstream, non-traditional, domestic and /or international media coverage.
- iii. Developing and/or enhancing signature festivals and events that improve the local tourism product or
- iv. Any other strategy that promotes the development of the tourism and creative industries.



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8. BUDGET

State the total incurred or projected expenditure along with costs for each line item i.e. each product and service needed for completion of the digitalization project. Quotations/invoices for each line item, amounting to the stated budget total must be attached.

9. MARKETING & MEDIA PLAN

State how the project will be marketed (print, social media, radio etc.) with specific reference to regional and international audiences where applicable. Include any analytics acquired through project implementation i.e. likes, views, comments/reviews.

10. MONITORING AND EVALUATION

State the structure and reporting frequency for a two (2) year monitoring and evaluation framework to determine the project's beneficial impact on the tourism and creative sectors.