

## Tourism 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 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).
- Not be eligible for or in receipt of Covid Recovery Support Scheme (CRSS) payments, either fully or partially for their applicant business.
- Not been eligible for either of Fáilte Ireland's Coach Tourism or Ireland Based Inbound Agent Schemes
- 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 October 2020 - January 2021
- Have a minimum eligible turnover in 2019 of €50,000
- Have been established prior to 1<sup>st</sup> January 2020

## 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. Copy of your most recent tax return (CT1, Partnership or Individual as appropriate), or if a Charity, proof of charitable status
  5. 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. Certain businesses (Tourism Golf Courses, multi-use attractions – must indicate the portion of revenue attributed to tourism turnover).
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 (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.
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 by the from public sources in **2020** if applicable (e.g. Local Authority operational subvention, etc. We do not require any capital funding from public sources to be declared here).

There are 2 check boxes that we ask to be completed to move to the next page, they are to indicate that you understand the general requirements as laid out, and that you consent to Fáilte Ireland sharing information with the Revenue Commissioners to allow the confirmation of the declaration on not receiving any CRSS payments.

### 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.

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**

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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

|   | Title   | Granting Authority                                 |
|---|---|--|
| 1 | Repayable Advances Scheme Ireland.<br><br>This scheme was replaced with the scheme below. (Sustaining Enterprise Scheme)  | Enterprise Ireland &<br>IDA Ireland                |
| 2 | Sustaining Enterprise Scheme<br><br>This scheme has replaced the Repayable Advances Scheme (above)  | Enterprise Ireland &<br>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 Tourism Agents Business Continuity Scheme | Fáilte Ireland             |

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 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 a minimum of **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.

- All applicants will be required to upload their Financial Statements for the accounting year ending in 2019.
- All applicants will need to declare the following

- Total 2019 Turnover
- Average eligible monthly 2019 Turnover (total divided by 12)
- Average eligible turnover for the months October 2020 – January 2021 (total turnover in these 4 months divided by 4). If there has been no eligible turnover received, please declare Zero.
- The difference in the 2 figures that have gone before, ie average 2019 monthly turnover v average monthly turnover for October 2020 – January 2021.
- 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:***

| <b>Question Number:</b> | <b>Required Documentation:</b>  | <b>Format:</b> |
|-------------------------|---|----------------|
| <b>6.1</b>              | <p><b>Financial Statements</b> for 2019</p> <p>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.</p> <p>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>Should your financial year differ from the calendar year, please upload your most recent Financial Statements for the year ending in 2019. If 2019 Financial Statements are not complete, please provide 2018 Financial Statements. In both of these cases, please be advised that we will look for further information during the evaluation phase to confirm 2019 Turnover achieved.</p> | File upload    |
| <b>6.8</b>              | Please provide a copy of your most <b>recent tax return</b> (CT1, Partnership or Individual as appropriate)   | File upload    |

|            |  |             |
|------------|--|-------------|
|            | If applicant business is a Charity, proof of charitable status will be required.   |             |
| <b>6.9</b> | Applicants whose <u>eligible turnover</u> is greater than €1m must provide an <b><u>independent auditors / accountants letter</u></b> confirming that this is the case | File upload |

## **Page 7 - Declarations**

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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.

