

Tourism Development Fund

Grant Application Form

Please read the Guidelines for Grant Applicants carefully before completing this Grant Application Form

Key information for applicants

- 1) Applications must be accompanied by;
 - a full Business Plan (as a separate document) including supporting financial forecasts, and
 - the most recent copy of the Organisation's accounts (where available) and a signed copy of the Corporate Governance statement

Failure to provide this information could mean a delay or rejection of the Application by the TDF Advisory Panel.

- 2) In preparation of the Application it is strongly recommended that free and confidential advice is obtained from Jersey Business (www.jerseybusiness.je) as well as Visit Jersey www.Jersey.com. Jersey Business can also provide template documents to assist with your application. Failure to consult Jersey Business and Visit Jersey may prejudice applicants' prospect of achieving a positive recommendation from the TDF Advisory Panel.

Please note, funding is only available for;

- **exceptional marketing spend**
 - **events which enhance the visitor experience**
 - **events which help to extend the tourist season**
 - **infrastructure development relevant to the advance of tourism**
 - **activities that attract more visiting spectators to attend sporting or other events (in addition to the participants)**
 - **sporting activities that have an international marketing value for the Island (e.g. those capable of attracting beneficial wider off-island media coverage, as well as visitors)**
- 3) As part of the Application process you may be contacted by an officer or member of the TDF Advisory Panel to discuss your project in more detail

1. Applicant details	
Organisation name:	
Contact name:	
Position:	
Address:	
Tel:	Mobile:
Email:	
Website:	

2. Organisation details					
Annual turnover:					
Date commenced trading:					
Status:	Sole Trader	Partnership	Limited Company	Charity	Other (please specify)

3. Project overview	
What is the project name:	
When will the project or activity be happening:	
Proposed start date:	Proposed completion date:
Please summarise below what you are trying to achieve:	

4. Summary of project funding and cost

Estimated total cost of project:	
Own resources:	
Other public funds (specify):	
Loans (specify source e.g. bank):	
Other funds (specify):	
Shortfall:	
Total grant applied for:	

5. The grant

Please list the exact items/activities that the TDF grant funding will be spent on

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6. Alternative options

Please specify (and provide evidence where possible) any other sources of funding that have been investigated.

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7. Project outcomes

a. Increasing visitor numbers:

Please outline how many additional visitors your project will attract (over and above those already attending) and where possible provide supporting evidence (e.g if the project/event has been held before, please provide data on attendance level, source of attendees etc.)

	Now	After TDF funding
Visitors		
Locals		

b. How will this project achieve an increase in visitor numbers?

c. Sustainable returns:

Please outline how the project will bring sustainable returns once established and how it will be viable without further TDF funding.

8. Alignment with the Visit Jersey Destination Plan 2015:

Please specify how your project will contribute towards one or more of the following:

- a) Developing Jersey into a year round tourism destination
- b) Increasing the value generated from visitors
- c) Increasing the number of locals employed in the Tourism sector
- d) Maximising the investment made in tourism

9. Previous TDF support

Please specify if your organisation has received previous TDF or States of Jersey funding detailing the project, when it was awarded, and the amount of the grant paid out.

Please also include a copy of any post project evaluation reports relating to previous TDF grants awarded with this application.

Project	Date awarded	Amount awarded (£)

10. Employment

Please specify the number of employees required for this project and detail their status under the Control of Housing and Work (Jersey) Law 2012

	Now	After TDF funding
Registered		
Seasonal		
Entitled to Work		
Entitled		
Licensed		

11. Consents obtained

	Yes	No	N/A
Planning outline			
Planning detailed			
Business Licence/Staffing permissions (Control of Housing & Work (Jersey) Law 2012)			
Immigration (visa and/or work permit)			

12. Conflicts of interest

Are there any potential conflicts of interest arising with this application?

13. Declaration	
<p>I/We certify the accuracy of the above information to the best of my/our belief.</p> <p>I/We understand, subject to any changes submitted to the Advisory Panel in writing, that the information given above may be considered part of any Application made.</p> <p>I/We understand that should I/we be invited to make a full application, any costs incurred will be at my/our own risk and the Advisory Panel will not be liable for any such costs should the application be unsuccessful.</p> <p>I/We understand that commencement of Project work before approval of the Advisory Panel may render the application ineligible.</p>	
Signature	Date
Position	

In signing this document I consent to any personal data contained within my application being processed in accordance with the TDF Privacy Notice (details contained below).

Please return the completed application form and business plan to:

Tourism Development Fund,
 Economic Development, Tourism, Sport and Culture
 Cyril Le Marquand House
 St Helier
 Jersey
 JE4 8UL

edgroup@gov.je

Tel: +44 (0)1534 448100

TDF Privacy Notice:

The Tourism Development Fund (TDF) requires the collection of personal information to facilitate the processing of your application. All information will be held in accordance with the States of Jersey retention schedules and the Data Protection (Jersey) Law 2005. Information is provided to the States Greffe in order to produce accurate records in the form of TDF Advisory Panel meeting minutes which will also be held in accordance with the States of Jersey retention schedules and the Data Protection (Jersey) Law 2005.

Meeting minutes will be available to the general public on www.gov.je/tdf. The published minutes will not include personal information. Some information belonging to successful applicants may be passed onto the Jersey Archive, for archiving purposes only, following the appropriate retention period. Information regarding grants awarded will be published online in the annual report which the TDF must present to the States Assembly each year.