



TOURISM RELIEF FUND FOR SMMEs

Funding criteria and the application process

The Tourism Relief Fund provides once-off capped grant assistance to Small Micro and Medium Sized Enterprises (SMMEs) in the tourism sector to mitigate the impact of COVID-19 in order to ensure their sustainability.

Capped at R50 000 per entity, grant funding can be utilised to subsidise expenses towards fixed costs, operational costs, supplies and other pressure cost items. Preference will be given to enterprises with the highest score in terms of the scoring criteria below which serves as a pre-qualification. The final evaluation will be done by a panel of experts in terms of functionality.

Guided by the Tourism Broad Based Black Economic Empowerment (B-BBEE) Codes of Good Practices approved by the Minister of Trade and Industries in 2015 (in line with the B-BBEE Amendment Act No. 46 of 2013), the Tourism Relief Fund is administered in line with the objectives of Economic Transformation, and our vision to ensure sustainable and inclusive tourism development.

The applications will be processed weekly, subject to availability of funds, while observing equitable spatial distribution in terms of provinces.

Categories eligible to apply for the Tourism Relief Fund include the following:

- **Accommodation establishments:** Hotels, Lodges, Bed and Breakfast (B&B's), Guest Houses and Backpackers.
- **Hospitality and related services:** Restaurants (not attached to hotels); Conference venues (not attached to hotels); Professional catering; and Attractions
- **Travel and related services:** Tour operators; Travel agents; Tourist guiding; Car rental companies; and Coach Operators.

1. QUALIFYING CRITERIA

- 1.1 Proof of valid registration with Companies and Intellectual Property Commission (CIPC).
- 1.2 Must be an Exempted Micro Enterprise (EME) defined in terms of the Amended Tourism B-BBEE Sector Code, 2015.
- 1.3 Must have a valid tax clearance certificate or PIN.
- 1.4 Proof of compliance with the minimum wage requirements.
- 1.5 Must provide proof of UIF registration for employees employed by the business.
- 1.6 Be an existing tourism-specific establishment as outlined in the scope of application (suppliers and intermediaries are not eligible).

- 1.7 Must be in existence for at least one business financial year.
- 1.8 Proof that the relief is required as a result of the impact of COVID-19.
- 1.9 Must submit the latest statements of financial position, financial performance and cash flows.
- 1.10 Must submit six months bank statements.
- 1.11 Grading certificate or proof of application to be graded for accommodation establishments.

2. NON- QUALIFYING ACTIVITIES

- 2.1 Fast food and take away restaurants, nightclubs, bars, gaming and gambling venues
- 2.2 Franchised restaurants and those attached to tourism facilities
- 2.3 Establishments wholly or partially owned by Government will not be considered

3. FUND APPLICATION PROCESS

- 3.1 SMMEs can submit funding applications by completing a form accessible online at <https://www.tourism.gov.za/Pages/COVID19TOURISMRELIEFFUND.aspx> or by email at covidrelief@tourism.gov.za
- 3.2 Application forms must be submitted with the following pre-qualifying/compulsory documents:
 - 3.2.1 Complete application form.
 - 3.2.2 Registration certificate issued by CIPC.
 - 3.2.3 Certified ID copies of Directors/members.
 - 3.2.4 Six months bank statements.
 - 3.2.4 Latest annual financial statements – Income, Cash flow statements and statement of financial position.
 - 3.2.5 Business profile – 2 to 5 pages maximum.
 - 3.2.6 Relevant industry certification – depending on the business focus area.
 - 3.2.7 Latest UIF/U-filing contribution certificate.
 - 3.2.8 Indicate the intended use of the resources – budget breakdown (to be adhered to in the expenditure).
 - 3.2.9 Grading certificate or proof of application to be graded (where applicable)
 - 3.2.10 Certificate of B-BBEE or Affidavit.
 - 3.2.11 Tax clearance certificate or PIN.
 - 3.2.12 Medical certificate for people with disabilities where applicable.