



APPLICATION FORM

OUTPUT: THE PROMOTION OF SUBSIDIZED DOMESTIC TOURS IN UGANDA

Project Name: Tourism and Hospitality Sector: COVID-19 Economic Recovery and Resilience Response Program. (CERRRP)

Application Procedure

You apply by going through the following steps (Note that the CERRRP Team will carefully scrutinise your application, and will cross check all the information and documents that you have provided):

1. Download and fill in the Domestic Tours Application Form following communication and/or advertisement of call for proposals by CERRRP-UTA team. Ensuring that all the boxes in the form are properly filled, and that the information that is provided therein is accurate
2. Attach all the required supporting documentation as indicated in the form and checklist
3. Ensure to sign and stamp the form
4. Deliver your application form to the Uganda Tourism Association (UTA) either by email on admin@ugandatourismassociation.org or physically to the office; Capital Shoppers Building Nakawa, Room No. 19 2nd Floor in a sealed envelope. Clearly indicate on the envelope or the subject part of the email: "CERRRP-UTA Subsidized Domestic Tours In Uganda Application".
5. Receive and keep a digital acknowledgment from CERRRP-UTA. Keep this until you receive an approval email from UTA.
6. Upon CERRRP team's verification and approval of your application execute the project "Subsidized Domestic Tours In Uganda"
7. ONLY implement the tours upon clearance from CERRRP-UTA
8. Submission of "CERRRP-UTA Project Report Form" along with deliverables at the end of the project to UTA for evaluation.

How will my application be appraised?

Your application will go through the following appraisal steps:

1. Administrative check

Is the application form fully filled, and all the mandatory documents attached (refer to checklist table 1)? If not, the application may be rejected. If yes, the appraisal goes to step 2.

Table 1: Checklist for application

Please ensure that the following is provided with your grant application		Submitted (Yes/No)	Official only
1	Fully filled and signed application form		
2	Valid copy of ID of the official representative of the applicant		
3	Copy of valid association Certificate or recommendation		
4	Detailed itinerary(s) and price plan		

2. Eligibility check

Does your company and your activities comply with the basic requirements (refer to eligibility tables below)? If not, your application will be rejected. If yes, the appraisal goes to step 3

<p>1. Is your Company a registered member of at least one of the UTA member-based tourism associations?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>			
<p>2. For how long has your company been in existence?</p> <p>For less than 2 years <input type="checkbox"/> For more than 2 years <input type="checkbox"/></p>			
<p>3. Is your company willing to (or does it already) promote domestic tours in Uganda</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>			

Only continue with this application if you have answered all the above statements with affirmative.

Table 2: Eligibility check:

Please ensure that your company and planned activities comply with the basic requirements		Yes/No	Official only
1	Does your company operate or engage in tour operations in Uganda		
2	Will your activities catalyse domestic tourism in Uganda		
3	Will these activities result in enhanced business performance, increased employment opportunities, improved quality and competitiveness		
4	Are you willing to promote the subsidized domestic tours as part of the CERRRP project? NOTE: The campaign hashtag (#UTACOVIDRecovery) will have to feature in all package promotions along with the #VisitUganda hashtag.		
6	Are you willing to encourage your domestic tourists to share their experiences using the campaign hashtag (#UTACOVIDRecovery) along with the #VisitUganda hashtag.		
7	Does your company have an existing active digital presence		
8	Are you willing to fill in and provide a project completion report at the end of the project		

3. Quality check

If eligible, UTA will score your application. In case your application scores above the minimum threshold, CERRRP-UTA will make a detailed technical appraisal

4. Technical and Administrative Due Diligence check

During this step, a team of technical experts will verify the technical and administrative capacity of your organisation in line with your application. This may include a visit to your company's premises and cross-reference with your association. The team will evaluate the proposed itineraries in terms of average realistic pricing for the domestic market and consistency with the proposed services, activities and/or attractions. If the technical and administrative capacity has major weaknesses, the application may be rejected. If cleared the appraisal will go to step 5.

5. Recommendation to UTA Committee

If due diligence results are favourable, the technical committee will make a recommendation to CERRRP-UTA for the resulting approval of your application.

Approval email

If you are approved, you will receive an email with an acceptance from CERRRP-UTA to implement the proposed activities

Fill in your details on the next page



COMPANY NAME AND DETAILS Enter the company name, address and further details

Company Name

Physical address

Physical address Town

District

P.O. Box

Telephone

Email

Website

Social Links

Facebook:

Twitter:

Instagram:

YouTube:

CONTACT PERSON DESIGNATED BY THE COMPANY Enter the name and contact details of the person who is responsible for this application

First Name Telephone

Second Name Mobile

Position in
Company

Email

DECLARATION

I, {insert name here}, declare that I have the power and permission of the Governing Body of {insert company name} to submit this application. I also declare that the above information including the information in all the attachments herein enclosed is true and correct to the best of my knowledge.

Place/Address:

Date:

Signature

Official stamp