TDC PROPOSAL GUIDELINES *- Please complete either ‘****Section A and C’*** *OR ‘****Section B and C’****.*

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **EVENT APPLICATIONS:**

Type of Event:

* Sporting \_\_
* Epicurean \_\_
* Cultural \_\_
* Heritage\_\_
* Meeting/Conference \_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Festival/Event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Information should include Project Objectives and Execution activities. Details on who is expected to benefit; When and where the event is to take place; Target Audience.

\*Please elaborate on the ties to the local tourism industry.

**Is this an annual event?** Yes \_\_ No \_\_

If Yes, please list the years it has occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Yes, provide the following **historical data** for the last event(s), specifically:

* Income received from past events (from fees etc.) if applicable.
* How many persons travelled to Barbados for the event(s)?
* What outside activities/attractions took place?
* Where do these persons stay?
* How/where was the event promoted, what exposure did Barbados receive?
* Give a general overview of any specific issues encountered.

**If a NEW EVENT, please provide the Projections for the information above.**

1. **PRODUCT DEVELOPMENT APPLICATIONS:**

Type of Product Development

* New Construction \_\_
* New Materials (lighting, cameras, bins, etc..) \_\_
* Product Enhancement/Renovation \_\_
* Promotional Material (Magazines, DVDs, etc.) \_\_
* Eco-Tourism Project (Trees, Beach, etc) \_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Date for Projected Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please elaborate on the ties to the local tourism industry*

How long is the project expected to take? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you sought all necessary permissions for the project, i.e. relevant Government Ministries, NCC, MTW etc. If yes, please provide all relevant documentation as evidence of such.

Please elaborate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **FOR ALL APPLICATIONS**

INDUSTRY COLLABORATIONS:

Have you been in discussions with any of the following to date?

* Ministry of Tourism
* Barbados Tourism Authority
* Barbados Hotel and Tourism Association

If so, please explain the nature of these discussions and any partnership agreements that have been put in place.

BUDGET:

* All Figures should be as **specific and detailed** as possible.
* Provide all relevant quotations.

***Example:***

**Projected Income:**

* Entry Fees $\_\_\_\_\_
* Sponsorship Funds $ \_\_\_\_
* TOTAL $\_\_\_\_\_

**All Expenditure:**

* Construction Cost/production Costs $\_\_\_\_\_\_\_\_\_
* Rentals (venue , equipment, etc.) $\_\_\_\_\_\_\_\_\_\_
* Marketing & PR
	+ Promotional Material $\_\_\_\_\_\_
	+ Public Relations $\_\_\_\_\_\_
	+ Social Media Costs $\_\_\_\_\_\_
* Administration $\_\_\_\_\_\_
* Operational Costs $\_\_\_\_\_\_
* TOTAL $\_\_\_\_\_\_\_\_

**Surplus/Deficit: $\_\_\_\_\_\_\_\_\_\_\_**

FUNDING REQUEST:

* State the **specific amount** requested of the TDC?
* Purpose of this funding? (Which area(s) of the budget is this linked to?)
* List the other entities that have been approached for funding to date.
* State funding that has been confirmed from other sources, if any.
* Have you received funding from TDC before? Yes\_\_ No\_\_\_
	+ If yes, please give the date(s), amount(s) and purpose(s) of funding provided.

N.B. TDC Does not generally underwrite on-the-ground event expenses or travel or accommodation expenses**.**

APPENDICES:

Please include any of the following **IF** relevant and available:

* Business Plan
* Marketing Plan
* Project Timelines
* Media/Distribution Plan
* Website address
* Promotional Material