



**MINISTRY OF TOURISM,  
WILDLIFE AND HERITAGE**  
**TOURISM PROMOTION FUND**

**TOURISM PROMOTION FUND APPLICATION FORM**

**Important: All parts of this form must be completed in full,  
incomplete forms will be returned.**

**PART 1: CONTACT DETAILS**

Name of Applicant / Entity (Tourism Implementing/ Ministry/Department/  
Agency) \_\_\_\_\_

\_\_\_\_\_

Postal Address:

\_\_\_\_\_

Office Telephone No. \_\_\_\_\_ Mobile

No. \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Website:

\_\_\_\_\_

Physical Address -

\_\_\_\_\_

**Name and Address of the Main/Focal Contact Person of the Ministry/  
Department/ Agency**

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

Address: \_\_\_\_\_

Office Telephone No: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**PART 2: PROJECT/PROGRAMME DETAILS**

Describe the Project/Programme for which this funding is sought for:

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

**Proposed Project/Programme** Commencement date: \_\_\_\_\_

\_\_\_\_\_

**Proposed Project/Programme** Completion date: \_\_\_\_\_

\_\_\_\_\_

**Estimated Total Project Cost: KES. .... In** \_\_\_\_\_

**Words**

\_\_\_\_\_

**PART 3: DETAILED COSTS OF REQUESTED FUNDING:**

Please outline breakdown of costs associated with the Project/ Programme or submit quotations/ estimates for all aspects of the Project/Programme.

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

Has your Ministry/Department/Agency made, or intend to make, an application for funding towards this **Project**/Programme to any other source? If yes please give details:

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

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Has your Ministry/Department/Agency previously applied for funding from another public Source? If yes give details:

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Give details of the amount (in KES) and sources of funds that are available to your Ministry/Department/Agency for this Project/ Programme e.g. cash in hand, donations, fundraising etc. (Counterpart funded project);

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Please indicate the envisaged proposed procurement process to be sought or adopted in the implementation of these project/programme.

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**PART 4: DETAILS ON FEASIBILITY AND SUSTAINABILITY OF THE PROJECTS**

Please outline the expected Social, Economic and Environmental Impact of the Project/Program.

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Please outline the Project/Program expected contribution to the ecosystems and biodiversity conservation and its capacity to generate

sustainable economic benefits from natural resources where necessary/applicable

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Please outline how the Project/Program is expected to promote and protect strong cultural and heritage assets and authenticity where necessary/ applicable.

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Please outline how the Project/Program intertwine and link with the current global tourism trends (sustainability, green tourism, digitalization, innovation and technology, experiential Tourism) where necessary/ applicable.

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Please clearly define the Project/Program Specific, Measurable, Achievable, Realistic and Timely deliverables and Key performance indicators,

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Please outline how the project/ program shall enhance Kenya tourism industry growth and diversity through job creation and economic activity in communities across the Country or where the project is located where necessary/applicable.

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Please outline how the project / programs shall enhances competitiveness and stimulate increased tourist arrivals and receipts where

necessary/applicable.

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Please detail the project / programs implementation timelines.

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**PART 5: IMPLEMENTING AGENCY MANDATORY REQUIREMENTS FOR FUNDING FROM TPF**

The Head of implementing agencies are expected to take note on the following mandatory requirements as identified below

If these mandatory requirements are not met by the implementing agencies when making application for funding, then the implementing agency will be deemed not to be viable for funding.

1. Disclosure of all sources of Funding (if any) for the Programme /Project/ Initiative proposed for Funding and identification of Funding gap which the application seeks to bridge<sup>2</sup>
2. Indication of the Key Performance Indicators /Milestones for the Programme /Project/ Initiative proposed for Funding
3. Commitment to submit quarterly, and annual progress reports of the programme /Project/ Initiative proposed for Funding (reports to include financial and non-financial information.
4. Commitment to provide access by staff to the secretariat to monitor and evaluate applications of funds to the the programme /Project/ Initiative funded by the Fund.
5. Commitment to return any unutilized funds disbursed upon completion/ or cancellation or termination of the specific programme /project / initiative.
6. Commitment that the funds disbursed shall be utilized in accordance with the Fund regulations
7. Commitment to provide any other information as may be required by TPF Oversight board.

**DECLARATION:**

Our Ministry/Department/Agency ..... hereby shall commit to adhere to the mandatory requirements of the regulations as listed above.

We also understand that any willful lack of adherence to the mandatory requirements may render the application n of the project not viable for funding

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director General /CEO/Head of the Agency

**PART 6: CHECKLIST DETAILS (PLEASE TICK AS APPROPRIATE);**

This checklist informs the tourism implementing Ministries/ Department/ Agencies of all the documentation that must accompany this application:

It should be noted that that all applications will be regarded as invalid until all appropriate information is provided and the mandatory requirements attached.

<b>Government Agencies Mandatory Requirement CHECKLIST</b>		
	Yes	No
Completely Filled application Form.		
Approved Medium Term Plan		
Approved Strategic plan		
Approved Annual Work Programme / Annual calendar of Projects/ Programmes		
Project Concept/Proposals		
Approved Extract of Minutes		
<b>And /or for an infrastructure development project</b>		
Approved project designs & plans		
Approved Bills of Quantities		
Requisite regulatory approvals from relevant government institutions where necessary.		

<b>Ministry/Department/ Mandatory Requirement CHECKLIST</b>		
	Yes	No
Completely Filled application Form.		
Approved Medium Term Plan		
Approved Strategic plan		
Approved Annual Work Programme/ Annual calendar of Projects		
Project Concept/Proposals		
<b>And /or for an infrastructure development project</b>		

Approved project designs & plans		
Approved Bills of Quantities		
Other Requisite regulatory approvals from relevant government institutions where necessary		

**PART 7: DECLARATIONS**

**(To be completed by Chief Executive Officer or Head of the Agency)**

On behalf of \_\_\_\_\_ I, Prof/Dr/ Hon/Mr/Mrs/Ms  
 ... wish to apply  
 for funding towards the above Project/ Programme and I declare that the  
 information given in this form is true and complete to the best of my  
 knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Director General /Chief Executive  
 Officer/Head of the Agency

or

**(To be completed by accounting officer of the Ministry/State Department)**

**On behalf of** \_\_\_\_\_  
 I, Prof/Dr/ Hon/Mr/Mrs/Ms \_\_\_\_\_  
 Accounting Officer Ministry, State Department for \_\_\_\_\_  
 \_\_\_\_\_ wish to apply for funding towards the above Project/ Programme  
 and declares that the information given in this form is true and complete to  
 the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal Secretary/Accounting Officer



**Part 8. For Official Use Only**

Application form Received by	.....	
Application form checked	<u>Form Complete</u>	<u>Form Incomplete</u>
Application form with/without attachment	<u>With attachments</u>	<u>Without attachment</u>
<u>Application form Approved by</u>	.....	
Name /Position.....	Signature.....	Date .....

**Head of Project Management Department Recommendations**

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Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Head of Project Management Department**

Chief Executive Officer Comments

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Chief Executive Officer**



Completed Application Forms together with accompanying documentations should be sent in a sealed envelope and clearly marked "Tourism Promotion Fund" Address to:

**CHIEF EXECUTIVE OFFICER  
TOURISM PROMOTION FUND  
TOURISM FUND BUILDING, WESTERN WING 1<sup>ST</sup> FLOOR.  
BISHOP ROAD  
P.O BOX 50293-00100  
TEL +254-20-2724646  
NAIROBI**