



MINISTRY OF TOURISM AND WILDLIFE

TOURISM PROMOTION FUND

SAMPLE OF DISBURSEMENT LETTER



MINISTRY OF TOURISM AND WILDLIFE TOURISM PROMOTION FUND OFFICE OF THE CHIEF EXECUTIVE OFFICER

Telephone: 0254-20-2724725/646
email: ceotpf@tourism.go.ke
Website: www.tourism.go.ke
When replying please quote:

NSSF Building, Block 'A'
20th Floor, Eastern Wing
P. O. Box 30027-00100
NAIROBI

Ref.

Date

[Addressee name: *the letter should be addressed to the person indicated in the Fund application (PS or CEO) as the Tourism Implementing Agency (TIA)'s representative*]
[Street Address]
[City] [Country]

Attention: [name and position] / Dear [Sir or Madam],

Re: Funding No. [] [Project name]:

Reference is made to approve application for disbursement of funding by the Tourism Promotion Fund by the Oversight Board during the meeting held on. [], dated [], for the amount [] ([fund amount written out in words]) for the [project name] (the "Project") to be implemented by the [partner agency name], (

The purpose of this letter (the Disbursement Letter) is to outline the disbursement procedures as well as to set out any additional instructions regarding withdrawal of proceeds of the fund.

Conditions Precedent

TPF funds can be disbursed only the Conditions for disbursements of funds as defined in the Tourism promotion Fund regulations have been fulfilled. The conditions will be considered fulfilled when TPF has received and accepted documentation applicable to the following provisions:

- i. The project to be financed is procured in accordance with the Public Procurement and Asset Disposal Act, 2015;
- ii. the project to be financed is included in the approved estimates of revenue and expenditure for the tourism implementing agency;
- iii. The disbursement is approved and recorded in minutes of the TPF Oversight Board; and
- iv. The disbursement is to meet the expenses related to the objects and purpose of the Fund.
- v. Applications are made by a tourism implementing agency in a format specified by the Board at least 21 days before the due date. Any application shall be signed by an accounting officer or the chief executive officer of a tourism implementing agency or an officer delegated by him or her, in writing.
- vi. Any applications for payment shall be supported by documents required under the Regulations which shall include'
 - a. the name and address of the payee (tourism implementing agency);
 - b. the bank account details of the payee;
 - c. specific project to be financed; and
 - d. Any other documentation TPF reasonably requests relating to the execution or the implementation of the project.

Disbursement Method(s)

In line with the Tourism Promotion Fund regulations, the object of the Fund is to finance Tourism Implementing agencies to undertake projects and programs for Tourism Development, promotion and Branding in Kenya. Under regulation 18. (1), applications for payment out of the Fund shall be made by an implementing agency in a format specified by the Board. The provision entails that the Fund shall only disburse funds to the Implementing agency.

The following disbursement method[s] may be used under the Fund. [*Select applicable methods and renumber as applicable*]

1. Advance payment directly pays a designated Implementing Agency (IA) at their request. Disbursements are made for eligible expenditures directly to an Implementing Agency. In general, this method is suitable for expenditures related to work at the beginning of the project. Once TPF ascertains that an implementing agency has met all the funding criteria, the board shall approve the project for funding and disbursement of funds. In this method, TPF shall electronically transfer money from one financial account to another, such as a wire transfer. In this method, it usually refers to a direct transfer of funds from TPF account to an Implementing agency account.
2. Reimbursement of Eligible Expenditures which have been incurred and paid for with the Tourism Implementing Agency (TIA)'s or Contractor or service provider resources ("Reimbursement").

Attached please find the TPF Disbursement Instructions, where additional practical information regarding the disbursement procedures is provided, together with relevant forms and templates.

We look forward to receiving the requested documentation at your earliest convenience. Should you have any enquiries relating to the above, please do not hesitate to contact the undersigned.

Kindly be informed the disbursement shall be guided by the regulations and other provisions as the Tourism Promotion Fund Oversight Board may establish.

Yours Sincerely

**Chief Executive Officer/
Administrator of the Fund**