

CHECKLIST FOR EAAP GRANT FUNDING

| Name of Applicant | Discipline | Type of Application | |
|-------------------|--|---------------------|----------|
| No. | Document / Information Required | Tick | Comments |
| 1. | Original Grant Funding Form (Completed, signed and stamped) | | |
| 2. | Letter/ Proposal Requesting Assistance (Signed, stamped & addressed to the Permanent Secretary) | | |
| 3. | Detailed budget for the Event / Activity <ul style="list-style-type: none"> • Must include two (2) quotations for each line item requested from the Ministry • Quotations must be from reputable service providers • Where applicable, include quotations for registration fees • All quotations must be original, signed and stamped | | |
| 4. | Other Funding Information <ul style="list-style-type: none"> • Details of any applications submitted to other government agencies • Information on funding received • Supporting evidence of fundraising efforts • List of sponsors. | | |
| 5. | Event Details <ul style="list-style-type: none"> • Address or location of the event • Programme of events (where applicable) • Required fixtures • Letter of invitation from the host organization (where applicable) | | |
| 6. | Athlete's Profile <ul style="list-style-type: none"> • Athlete Photograph (Recent, headshot or action shot) • Sport and specific discipline/event • Athletic background (history and current status) • Performance Achievement (personal bests, records, medals, rankings, etc.) • Awards and Recognition • Supporting Evidence (if applicable) | | |
| 7. | Coach's Report A brief report from the athlete's current coach confirming the athlete's competitive level, progression, performance potential and supporting their suitability for grant funding (signed and dated). | | |
| 8. | Medical / Injury / Anti-doping Violation | | |

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|-------------------------------|--|--|--|
| | All applicants must complete this form in full and disclose any current or past medical conditions, injuries, or anti-doping violations; where applicable, a supporting medical report or clearance must be attached. | | |
| 9. | <p>Letter of endorsement from the relevant National Governing Body (NGB)</p> <p>The endorsement letter must include:</p> <ul style="list-style-type: none"> • Parental/guardian consent where applicable (Participants under 18, Para Athletes, and Special Athletes) • Athlete's current world and national ranking • Achievements and medals for the previous year. • TTOC endorsement letter addressed to be Permanent Secretary where applicable. | | |
| 10. | <p>Proof of Identification</p> <ul style="list-style-type: none"> • All applicants must submit a copy of their Trinidad and Tobago National ID. • Athletes who are planning to travel must also submit a copy of their passport bio-data page and any relevant visa required for travel. • Athletes residing abroad must submit a copy of their passport bio-data page, visa page, and departure stamp, in addition to their National ID. | | |
| 11. | <p>Reports for Previous Grants (where applicable)</p> <ul style="list-style-type: none"> • Activity / Financial Report • Completion Report for Previous MSYA and MSCD grants | | |
| 12. | <p>Banking Information</p> <p>Verify banking information to confirm correct spelling of your name as it appears on your bank account by submitting a bank statement/letter from the bank (white off account number).</p> | | |
| TOBAGO APPLICANTS ONLY | | | |
| 13. | <p>Letter of Verification and Recommendation</p> <p>From the Division of Sports and Youth Affairs, Tobago House of Assembly.</p> | | |
| | <p><u>Applicants are advised that all documents outlined in this checklist are compulsory.</u> Each document must comply with the specified requirements, including official letterhead, appropriate stamping and signatures, and clarity of copies where applicable.</p> | | |

NAME IN BLOCK LETTERS

SIGNATURE

DATE