

## CHECKLIST FOR INDIVIDUAL GRANT FUNDING

Name of Applicant	Discipline	Type of Application	
No.	Document / Information Required	Tick	Comments
1.	<b>Original Grant Funding Form</b> (Completed, signed and stamped)		
2.	<b>Letter/ Proposal Requesting Assistance</b> (Signed, stamped & addressed to the Permanent Secretary)		
3.	<b>Detailed budget for the Event / Activity</b> <ul style="list-style-type: none"> <li>• Must include two (2) quotations for each line item requested from the Ministry</li> <li>• Quotations must be from reputable service providers</li> <li>• Where applicable, include quotations for registration fees</li> </ul> All quotations must be original, signed and stamped		
4.	<b>Other Funding Information</b> <ul style="list-style-type: none"> <li>• Details of any applications submitted to other government agencies</li> <li>• Information on funding received</li> <li>• Supporting evidence of fundraising efforts</li> <li>• List of sponsors.</li> </ul>		
5.	<b>Event Details</b> <ul style="list-style-type: none"> <li>• Address or location of the event</li> <li>• Programme of events (where applicable)</li> <li>• Required fixtures</li> <li>• Letter of invitation from the host organization (where applicable)</li> </ul>		
6.	<b>Athlete's Profile</b> <ul style="list-style-type: none"> <li>• Athlete Photograph (Recent, headshot or action shot)</li> <li>• Sport and specific discipline/event</li> <li>• Athletic background (history and current status)</li> <li>• Performance Achievement (personal bests, records, medals, rankings, etc.)</li> <li>• Awards and Recognition</li> </ul> Supporting Evidence (if applicable)		
7.	<b>Coach's Report</b> 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.	<b>Medical / Injury / Anti-doping Violation</b> All applicants <b>must complete this form in full</b> 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.	<b>Letter of endorsement from the relevant National Governing Body (NGB)</b> The endorsement letter must include: <ul style="list-style-type: none"> <li>• Parental/guardian consent where applicable (Participants under 18, Para Athletes, and Special Athletes)</li> <li>• Athlete's current world and national ranking</li> <li>• Achievements and medals for the previous year.</li> </ul> (TTOC endorsement letter addressed to be Permanent Secretary where applicable.)		
10.	<b>Proof of Identification</b> <ul style="list-style-type: none"> <li>• All applicants must submit a copy of their Trinidad and Tobago National ID.</li> <li>• Athletes who are planning to travel must also submit a copy of their passport bio-data page and any relevant visa required for travel.</li> <li>• Athletes residing abroad must submit a copy of their passport bio-data page, visa page, and departure stamp, in addition to their National ID.</li> </ul>		
11.	<b>Reports for Previous Grants</b> (where applicable) <ul style="list-style-type: none"> <li>• Activity / Financial Report</li> <li>• Completion Report for Previous MSYA and MSCD grants</li> </ul>		
12.	<b>Banking Information</b> 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).		
TOBAGO APPLICANTS ONLY			
13.	<b>Letter of Verification and Recommendation</b> From the Division of Sports and Youth Affairs, Tobago House of Assembly.		
<p><u>Applicants are advised that all documents outlined in this checklist are important.</u> Each document must comply with the specified requirements, including official letterhead, appropriate stamping and signatures, and clarity of copies where applicable.</p>			

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NAME IN BLOCK LETTERS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE