

Checklist for Sport Serving Bodies (Sport Groups) 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 Permission for use of venue • Letter of invitation from the host organization (where applicable) 		
6	Registration Documents <ul style="list-style-type: none"> • Certificate of Incorporation and NPO Certificate (where applicable) from the MLLA 		
7	Executive / Committee Information <ul style="list-style-type: none"> • List of Executive or Committee Members, including full names, roles, and contact details 		
8	Coaches / Co-ordinators <ul style="list-style-type: none"> • List of all coaches or co-ordinators involved • Curriculum vitae (CV) of each coach/facilitator (especially for development programmes, clinics, or seminars) 		
9	Endorsements and Project Details (Where Applicable) <ul style="list-style-type: none"> • Letters of endorsement for projects such as development programmes, clinics, or seminars • List of players/athletes participating in the project (if applicable) 		

10	Travel Documents (For Planned Travel) <ul style="list-style-type: none"> • Copies of passport bio-data pages and visa pages for all travelling team or club members (to be verified against the originals) • Include departure/entry stamps if already available, or indicate “pending” for upcoming trips 		
11	Letter of endorsement from the relevant National Governing Body (NGB) The endorsement letter must include: <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.) 		
12	Banking Information & Cheque Authorization <ul style="list-style-type: none"> • Name of the bank and name on the club’s bank account • Proof of banking details (recent bank statement or official bank letter, stamped and signed by the bank) • Letter of authorisation from the club, signed and stamped by the Club President or Head, naming the person(s) authorised to collect cheques on behalf of the club • Valid photo identification of each authorised person 		
13	Reports for Previous Grants (where applicable) <ul style="list-style-type: none"> • Activity / Financial Report • Completion Report for Previous MSYA and MSCD grants 		
TOBAGO APPLICANTS ONLY			
14	Letter of Verification and Recommendation from the Division of Sport and Youth Affairs, Tobago House of Assembly		
	<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.		

NAME IN BLOCK LETTERS

SIGNATURE

DATE