



Government of the Republic of Trinidad & Tobago

## MINISTRY OF SPORT

### GRANT FUNDS APPLICATION FORM FOR INDIVIDUALS IN THE SPORT CATEGORY

Name of Applicant:			
Postal Address			
Name of Activity:			
Location of Activity:			
Date/s of activity:			
Telephone:		Fax:	
Email:			
Would like to be added to our Mailing List?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Would like to be added to our Email distribution List	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

1. Is this the first time you have requested funding from the Ministry of Sport? <i>(please note: This does not prevent you from applying again for funding with the Ministry)</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### ABOUT YOUR ACTIVITY

2. What category of activity do you need funding for?	
Capacity Building	<input type="checkbox"/>
Developmentally appropriate equipment	<input type="checkbox"/>
Airfare	<input type="checkbox"/>

3. Please provide a detailed description of the activity  
( *This is your opportunity to “sell” your activity! You can attach whatever materials you like to explain and promote your idea* )

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4. What do you hope to achieve from this activity?

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**ABOUT THE GRANT**

5. How much funding are you requesting?

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6. Have you applied for/or received funding from another Trinidad and Tobago Government agency for the activity you are applying for?

(a) No [ ]      Yes [ ]
(b) Details of organisation: _____
(c) Purpose of Funding: _____

**THE BUDGET GUIDE**

7. Please detail on what items you will be spending the grant funds. Please check guidelines for details of what is eligible for funding.	
ITEM	AMOUNT
<b>Equipment</b> (please specify)	
<b>Travel</b>	
Airfare	
Accommodation (Rm. & Board)	
Other (please specify)	
<b>Capacity Building</b>	
Registration Fee	
Course Fee	
<b>TOTAL EXPENDITURE</b>	\$

Please supply quotations and supporting documents for all items requested.

**RECOGNITION OF SPONSORSHIP**

8. Recognition of the sponsorship is a condition of the funding. Please select how you will promote the Ministry of Sport.	
<input type="checkbox"/> Media Advertising	<input type="checkbox"/> Posters
<input type="checkbox"/> Website	<input type="checkbox"/> Programmes
<input type="checkbox"/> Event Tickets	<input type="checkbox"/> Printed Materials
<input type="checkbox"/> Banners	<input type="checkbox"/> Other (specify)

## EVALUATION

9. Would you be willing to provide the Ministry of Sport with CDs, photos and other materials when returning your evaluation form, demonstrating the success of your project?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

## INFORMATION AWARENESS

10. How did you find about the Grants from the Ministry of Sport?	
<input type="checkbox"/> Newspaper Ad (please specify):	
<input type="checkbox"/> Mail out	
<input type="checkbox"/> Website	
<input type="checkbox"/> Word of mouth	
<input type="checkbox"/> Other (please specify):	

11. Before sending this application to the Ministry of Sport, please complete the following checklist:	
Completed all the questions	<input type="checkbox"/>
Signed and completed the authorization (see Authorisation below)	<input type="checkbox"/>
Retained a copy of all documentation for your records	<input type="checkbox"/>
Attached all relevant documents	<input type="checkbox"/>

## AUTHORISATION

I certify that the information given in this application is true and correct (applicants under the age of 18 must obtain the signature of their parents/guardian). I understand that should this application be successful, some of the information herein may be used for promotional purposes.

Applicant

Signature:		Date:	
Printed Name:			

Parent/Guardian (where applicable)

Signature:		Date:	
Printed Name:			

Completed application may be submitted by:	
Post:	Hand Delivery:
'Sport Funding' Permanent Secretary Ministry of Sport 12 Abercromby Street, Port of Spain	'Sport Funding' Permanent Secretary Ministry of Sport 12 Abercromby Street, Port of Spain
Fax: 868 627 6875	

## **DISCLOSURE NOTICE**

The Ministry of Sport is collecting information on this form to ascertain whether or not your application meets the Grant/Funding criteria. If you do not provide all the information requested the Ministry may be unable to process your application for funding.

Should this application be successful, some of the information in this application form maybe provided to media organisations, youth/sport organisations, Government Ministries, local governing bodies, non-revenue earning State entities and young people for the purpose of promoting and reporting on your activity. Information will be distributed via press releases, promotional material, websites and other departmental publications.

The personal information you provided can be accessed and updated, if necessary, by contacting the Physical Education & Sport Division of the Ministry of Sport.