

Application Checklist

Form A - Groups/Organisation

Name:

Event Date:

- Application form with **Original** Signature.
 - Signed Cover Letter which **must** clearly state what is being requested.
 - Original and a copy** of computerized birth certificate with supporting affidavit, if necessary.
 - Original and a copy** of Trinidad and Tobago Passport and a copy of a valid visa, if necessary.
 - Detailed listing of persons travelling (for travel **ONLY**).
 - Submission of consent letters from **ALL** parents/guardians of minors attending overseas event.
 - A **Detailed** budget. The group's contribution towards the budget.
 - Evidence of fund raising including sponsorship.
 - Annual Budget and Programme of activities for the year including plans for funding such activities.
 - Bylaws, Rules and Regulation of the Organization.
 - Approval from the main governing body with original signature.
 - Three (3) quotations for budgeted items.
 - Signed letter of invitation, if necessary.
 - A copy of your Certificate of Incorporation/Certificate of Registration of your organization.
 - Annual Report / Minutes of Annual General Meetings for past and current year.
 - Audited Financial Statement or Statement of Income and Expenditure for the preceding year.
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