



A GUIDE TO THE SPORT AND CULTURE FUND

Revised

**INCORPORATED IN 1988
(ACT NO. 31 OF 1988)**

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INTRODUCTION

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The Sport and Culture Fund (SCF or The Fund) was established by Act No. 31 of 1988 with amendments articulated in Act No. 25 of 1993.

A Sport and Culture Fund Board of Management is hereby established for the purposes of this Act (Act No. 31 of 1988 with amendments articulated in Act No. 25 of 1993).

The Board shall be responsible for advising the Minister on the general administration and management of the affairs of the Fund.

The definitions in the Act are adopted as follows:

“Culture” means:

“Activities and practices that are characteristic of the nation as a whole or any component group thereof, arising out of its customs, heritage, lifestyles, beliefs and values and include activities related to the visual, performing and literary arts.”

“Sport” means:

“Institutionalized psychomotor activities in which the rules are established and includes athletics, games, gymnastics and activities of an individual and team variety whether competitive or non- competitive.”

Funding is received from the Instant Lottery Surplus of the National Lotteries Control Board, a Board established under Section 3 of the National Lotteries Act. The Instant Lottery Surplus is the amount realized after defraying all the expenses and payments of prize money from the proceeds received from each instant lottery – Scratch game.

The Board will exercise due diligence in its approach when granting funding to both individuals and groups for sporting and cultural purposes and is entitled to use its discretion to that end, provided that any such discretion is exercised unanimously by the full Board.

This is the provision that will allow the Board to entertain applications that do not conform with the Guide Booklet and further will allow round robin which precludes the need to have the entire Board present at the meeting but each Board member must have sight of and sign off on the discretionary exercise of the Board's authority to derogate from the rules set out in the Guide Booklet.

However, the Board reserves the right to consider applications which may fall short in submissions. Such considerations must have the approval of the full complement of the Board.

The Board will operate within the principles of fairness, transparency and good governance in executing its mandate.

A. PURPOSE OF THE FUND

The purposes of the Fund as stated in Section 4 of the Act are as follows:

1. To facilitate the provision of sporting and cultural facilities;
2. To enable grants and loans to be made to deserving individuals, groups and organizations according to criteria prescribed by the Board;
3. To undertake any other activity related to Sport and Culture; and
4. To undertake or do all such things as are incidental or conducive to the attainment of the above purposes.

B. GOALS AND OBJECTIVES OF THE FUND

The goals and objectives of the Fund are:

1. To encourage and to facilitate the promotion of excellence in Sport and Culture by individuals and organizations involved in activities related thereto;
2. To assist in the nurturing and development of human and technical resource capabilities in Sport and Culture;
3. To encourage self-reliance of groups, associations and individuals;
4. To facilitate the provision and upgrading of facilities for sporting and cultural activities; and
5. To facilitate the promotion of research and development and to determine the feasibility of undertaking projects related to Sport and Culture.

The Board will from time to time determine priority areas which it may wish to pursue in the development of Sport and Culture. Such priority areas include but are not limited to:

- Groups:
- Community Development – Cultural & Sporting activities beneficial to the wider Community;
 - Training & Development in areas of Sport & Culture;
 - Facilities – Construction of buildings to facilitate Sporting & Cultural activities.
- Individuals:
- Education
 - Youth
 - National Development

C. GRANTS/FUNDING

1. Assistance will be given solely in the form of grants to sport and culture activities as deemed appropriate by the Board¹;
2. As a general rule, the Fund will contribute **partial funding** of the total cost of any request for such funding;
3. Receivers of grants from the Sport and Culture Fund do not qualify for further assistance within twelve (12) months of the Board’s approval of the last grant;
4. The Board will not consider an application from a previous applicant who did not account for funds received;
5. Notwithstanding conformity with the guidelines herein, the Board reserves the right to approve applications subject to the availability of funds.

¹ The Sport and Culture Fund Act 31 of 1988 as amended by Act 25 of 1993 Section 16: “Every person who by making or causing to be made a false representation induces or attempts to induce the Board to make a grant or a loan is liable on summary conviction to a fine of ten thousand dollars and to imprisonment for two years”.

D. GENERAL CRITERIA FOR ASSISTANCE

1. **Groups, Organizations & Companies**

The Group, Organization or Company must have been in operation for at least two (2) years as shown by its records and/or registered with the relevant Ministry with responsibility for Sport and/or Culture;

Organizations, Groups or Companies applying for assistance **must** satisfy the under mentioned criteria:

1. The group, organization or company must be properly constituted with rules and regulations where relevant:

- **Organization**

Sole proprietorship declaration;

- **Company**

Certificate of Incorporation, Certificate of Registration/Articles of Incorporation;

- **Organization & Company**

Audited financial statement account or Income and Expenditure Statements for the preceding year, where applicable.

Groups, Organizations or Companies must complete the relevant Sport and Culture Fund Application Form A with an original signature and provide/submit the following²:

- a. A cover letter stating clearly what is being requested.
- b. Commencement date of operations.
- c. Bye Laws
- d. Rules and Regulations.

² See Appendix 1 for relevant Check List for further guidance

- e. Minutes of the Annual General Meetings for the past two (2) years
- f. Annual Report for the preceding year;
- g. Up to date Income & Expenditure Statements;
- h. Programme of activities for the year including plans for implementing such activities;
- i. Must state if this is a Government of Republic of Trinidad and Tobago (GORTT) assisted organization;
- j. Support or Approval of Parent Body/ Organization where applicable;
- k. Approval of GORTT & National Body -- if hosting a National event;
- l. Activities undertaken must be deemed to be of benefit to the community or to the nation;
- m. For overseas travel, financial assistance would be given, where applicable, only for a restricted number of bona fide representatives;
- n. Groups, Organizations or Companies that are Government assisted may not qualify for financial assistance from the Sport and Culture Fund;
- o. Applicants must also provide evidence of efforts to raise funds. Fundraising may include donations, sponsorship, appearance fees or gate receipts.

Recipients must submit the following documents no later than six (6) weeks after the event:

- A report on the event;
- A statement of income and expenditure following the event;
- Copies of bills and/ or receipts.

The Sport and Culture Board of Management reserves the right to use pictures and videos given to the Board by receivers of grants for promotional purposes.

2. Individuals must complete the relevant Sport and Culture Fund Application Form B³ with an original signature and:

- a. Be a citizen of the Republic of Trinidad and Tobago. Evidence of citizenship must be provided by way of a computerized birth certificate with supporting affidavit, if necessary;
- b. Submit a signed cover letter stating clearly what is being requested;
- c. Be proficient in the particular discipline for which funding is required;
- d. Provide proof of academic qualification, experience in the relevant field, to support funding request;
- e. Provide evidence of accreditation of the institution for education/training purposes through the Trinidad and Tobago Accreditation Board;
- f. Provide evidence of alternative sources of financing in support of request;
- g. Provide a budget for which funding is required;
- h. State whether any prior disbursements from SCF (to ensure that the one-year limit is observed);
- i. In respect of financial assistance received, it is a mandatory requirement for such individuals to enter into an agreement with the Board by way of a Service Level Agreement to provide voluntary service to Trinidad and Tobago by way of workshops/ seminars/ conferences/performances/outreach etc. for which the fund was granted at a mutually convenient time and in consultation with the Secretary of the Board;

Recipients must submit the following documents no later than six (6) weeks after the event:

- A report on the event;
- A statement of income and expenditure following the event;
- Copies of bills and/ or receipts.

³ See Appendix 2 for relevant Check List for further guidance

3. The Board reserves the right to deny an application from a previous applicant in default of the non-submission of a report including an expenditure statement of the event.

4. In determining eligibility for funding all of the above criteria must be satisfied. However, the Board reserves the right to consider applications which may fall short in submissions. Such considerations must have the approval of the full complement of the Board.

E. PROCEDURES FOR APPLYING TO THE SPORT AND CULTURE FUND

1. All applications should be addressed to the Secretary, Board of Management, Sport and Culture Fund, Office of the Prime Minister, Port of Spain.
2. All applications must be submitted at least three (3) months before the event and must be accompanied by a cover letter stating clearly what is being requested together with other supporting documentation and information as detailed in D. above;
3. All applications, where necessary, should be endorsed by the National Organization/Association which governs and promotes the particular activity; The National Organization/Association must indicate whether there is any pending disciplinary action, or being contemplated against the applicant, if yes, details must be provided.
4. All applications will be acknowledged within three weeks of receipt.
5. Where further information is requested and has not been received within **one (1) month from the date of request**, the application will be considered withdrawn.
6. Applicants will be notified in writing of the Board's decision in a timely manner.
7. Applicants who have received assistance from other Government Ministries/Agencies for an undertaking in relation to the same activity do not qualify for assistance from the Sport and Culture Fund.

F. GUIDELINES FOR INFORMATION TO ACCOMPANY APPLICATIONS

The following information will be required in respect of applications relating to:

1. Provision of sporting and cultural facilities:

The Board will only commit to providing assistance for the upgrading of sporting & cultural facilities on a bridge financing basis and in an amount to be determined by the Board. The applicant will firstly obtain funding from a financial institution which will oversee the upgrading process. Upon satisfactory completion i.e. To the satisfaction of the Board, the Board will reimburse the financial institution an amount agreed to prior to the upgrading. The following requirements are mandatory for preapproval:

- Feasibility Study by a recognized body;
- Detailed Estimate of Project Cost prepared by recognized body;
- Scope of Work and Programme Schedule;
- Satisfactory evidence of proper tendering procedures in accordance with the procurement laws of Trinidad and Tobago;
- Approval from such qualified consultants as the Board may determine;
- The applicant will be required to sign a letter of commitment to undertake the project for which the funds are to be provided;
- The organizations will present the approval for bridge financing by the applicant's financier (financial institution);
- The Board will require progress reports from a competent and qualified authority;
- Funds will be disbursed only on completion of the project and on the presentation of a completion certificate by a competent authority.

I.e. the Board will reimburse the financial institution an amount agreed to prior the upgrading.

- Progress reports must be supplied by an appropriate agent of the financier and

approved by the Board's consultant.

2. Competitions and tournaments, productions and exhibitions, festivals, physical training and coaching, meetings, workshops, seminars and conferences:

Project profile which will include:

- Name of event;
- Date of event (s);
- Major objectives and benefits of the event;
- Programme of activities or agenda;
- Approved Venue;
- Participants;
- Terms and conditions of participations;
- Previous record;
- Budget Estimate;
- Requests of funding for activities which require the involvement of participants from Government Ministries e.g. – Participation by students, must have the prior approval of the Permanent Secretary/ Head of Department of the respective Ministry;
- In cases where the organization is hosting a regional or international event the approval of the Government of Trinidad and Tobago, the approval of the pertinent Ministry of Government of the Republic of Trinidad and Tobago must be obtained;
- To use a foreign coach or tutor, the need for such **expertise must be justified**;

3. In respect of overseas tours, accompanying documentation should also include:

- Evidence of accreditation of the organizers of the activities;
- Letter of invitation from the organizers;
- Rules and regulations of the event;
- Budget;
- Original and a copy of valid Trinidad and Tobago Passport and valid Visa if necessary

Consent letter from all parents/guardians of minors attending the event abroad;

- The visit should not be one which contravenes the foreign policy of Trinidad and Tobago;
- The National Airline **MUST** be used for air travel, where possible

4. Research and Publications:

- Project description
- Copy of the Publication or Research
- Plans for distribution
- Proposed Publishers
- Budget Estimate
- Where grants are approved, acknowledgement of the support from the Sport and Culture Fund must be documented in the publication/ launch.

5. Applicants for Studies abroad at the Certificate, Diploma, Associate degree and Bachelors level in the field of Sport and Culture must provide:

- Proof of citizenship of Trinidad and Tobago**
 - Trinidad and Tobago Passport
- Proof that the applicant is currently enrolled in or has been accepted for a specified course at an acceptable institution;
 - Letter of acceptance/ documentary evidence of enrollment must indicate the length of the course; details of the contents of the course should also be submitted;
 - Two (2) testimonials must be submitted and must be within the last six (6) months of the date of the application from persons of good standing in Trinidad and Tobago. Such testimonials will be accepted from Senior Public Officers, Ministers of Religion, Managing Directors or Directors and Managers of Financial Institutions, Professionals, Members of Parliament, Mayors, Chairpersons and Members of Local Government Bodies, Notaries Public, Justices of the Peace, Principals and Vice Principals of Schools, University Lecturers

and Sporting Coaches.

- d. Copies of transcripts where applicable;
- e. Evidence that the institution and programme of study have accreditation status to be verified by the Accreditation Council of Trinidad & Tobago;
- f. Evidence of any financial support, personal or otherwise.
- g. Other information as may be requested by the Board;
- h. Evidence that the course of study is not available locally;
- i. Evidence that the applicant has sufficient further funding to complete the course of study.

A recipient of funding from the Sport and Culture Fund must undertake to:

- a. Authorize the university/ school/ institution in which he/she is enrolled to release his/her academic results/progress reports / transcripts at the end of each semester directly to the Secretary of the Sport and Culture Fund Board of Management.
- b. Inform the Secretary, Sport and Culture Fund Board of Management and the relevant Trinidad and Tobago Diplomatic Mission abroad of his/her mailing address or any change thereto;
- c. Inform the Secretary, Sport and Culture Fund Board of Management of completion of course of study and his/her return to Trinidad and Tobago;
- d. Advise the Board of continuation of studies beyond the previously approved date.
- e. Advise the Board of any cancellation of studies during the approved period.

Notwithstanding all that is contained herein, the Board reserves the right to request any additional information in support of the request.

End



THE SPORT AND CULTURE FUND
OFFICE OF THE
PRIME MINISTER