



**A GUIDE
TO THE
SPORT AND
CULTURE FUND
(REVISED)**

Incorporated in the 1988 (Act No. 31 of 1988)

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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.

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A recipient of funding 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 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) abide by any other condition that may pertain to the particular grant as stipulated;
- e) advise the Board of continuation of studies beyond the previously approved date.
- f) 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.

The Board will exercise due diligence in its approach to funding and ensure equitable distribution of the funds 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 proviso that will allow the Board to entertain applications that do not conform with the Guidebook and further will allow round robbing 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.

INTRODUCTION

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.

The definitions in the Act are adopted as follows:

“Culture” is defined as:

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

“Sport” is defined as:

“Institutionalized psychomotor activities in which the rules are established and include 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.

A . PURPOSE OF THE FUND

The purpose of the Fund as stated in Section 4 of the Act is 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:

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

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

Proof of citizenship to be evidenced by any two (2) of the following:

- Trinidad and Tobago National Identification Card;
- Trinidad and Tobago Birth Certificate
- Trinidad and Tobago Passport (Machine Readable only)
- In cases of studies outside Trinidad and Tobago a valid Trinidad and Tobago passport must be presented.
- Proof that the applicant is currently enrolled in or has been accepted for a specified course at an acceptable institution and such course is related to either Sport or Culture. 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.
- Three (3) testimonials must be submitted and must be within the last twelve (12) months of the date of the application. Such testimonials will be accepted from teachers, sporting coaches and Ministers of religions.
- Copies of Academic Certificates, and transcripts as applicable.
- Evidence that the institution and programme of study have accreditation status to be verified by the Accreditation Council of Trinidad & Tobago.
- Evidence of any financial support, personal or otherwise.
- Other information as may be requested by the Board.
- Evidence that the course of study is not available locally.
- Evidence that the applicant has sufficient further funding to complete the course of study.

- 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;

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
- Copy of VISA or other entry requirements.
- Presentation of a valid Trinidad and Tobago Passport
- The visit should not be one which contravenes the foreign policy of Trinidad and Tobago
- The National Airline must, wherever possible, be used for air travel.

3. 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.

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:

- | | |
|----------------|--|
| 1. Groups | Community Development – Cultural & Sporting activities beneficial to wider Community
Training & Development in areas of Sport & Culture
Facilities – Construction of buildings to facilitate Sporting & Cultural activities. |
| 2. Individuals | Education
Youth
National Development |

C. GRANTS

1. Assistance will be given solely in the form of grants as deemed appropriate by the Board;

As a general rule the Fund will contribute partial funding of the total cost of any request for such funding.

2. Efforts will be made to ensure that the grants from the Sport and Culture Fund will be equitably distributed between culture and sporting activities.

3. Notwithstanding conformity with the guidelines herein, the Board reserves the right to approve applications subject to the availability of funds.

D. GENERAL CRITERIA FOR ASSISTANCE

1. Organizations, groups or companies applying for assistance must satisfy the under mentioned conditions:

CONDITIONS

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 for the preceding year;

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 registered with the relevant

Ministry with responsibility for Sport and/or Culture;

- Groups, organizations or companies must complete the relevant Sport and Culture Application Form and provide the following;

- The organizations will present the approval for bridge financing by the applicants 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:

- Major objectives of the event;
- Name of event;
- Programme of activities or agenda;
- Dates of events;
- Venues;
- Participants;
- Terms and conditions of participations;
- Previous record;
- Budget Estimate

5. Where information is requested and has not been received within one (1) month from the date requested, the application will be considered withdrawn.
6. Applicants will be notified in writing of the Board's decision.
7. Applicants who have received assistance from other Government Ministries/Agencies for an undertaking do not qualify for assistance from the Sport and Culture Fund in relation to the same undertaking.

F. GUIDELINES FOR INFORMATION TO ACCOMPANY APPLICATIONS

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

1. Provision and upgrading 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;
- 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

- Minutes of the Annual General Meetings for the past two (2) years
- Annual Report for the preceding year;
- Up to date Income & Expense Report
- Annual budget and programme of activities for the year including plans for funding such activities.
- Bye Laws
- Rules and Regulations.
- Commencement date of operations.
- Must state if this is a Government of Republic of Trinidad and Tobago (GORTT) assisted organization
- Support or Approval of Parent Body/ Organization
- Approval of GORTT & National Body -- if hosting a National event.
- Ventures undertaken must be deemed to be of benefit to the community or the nation as determined by the Board;
- For groups, organizations or companies participating in the same event, financial assistance would be given for return airfare only for a restricted number of bona fide representatives. In addition applications must be endorsed by the National Government where relevant.
- Groups / Organizations or Companies that are Government assisted do not qualify for financial assistance from the Sport and Culture Fund unless invited by the Sport and Culture Board of Management to facilitate a particular project.
- Applicants must also provide evidence of efforts to raise funds. Fundraising shall include donations, sponsorship, appearance fees and gate receipts.
- Recipients must submit the following documents not 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.

- Receivers of grants from the Sport and Culture Fund do not qualify for further assistance within twelve (12) months of receipt of the last grant.
- 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.

Individuals applying for financial support must:

- i. Be a citizen of the Republic of Trinidad and Tobago;
- ii. Be proficient in the particular discipline for which funding is required. The level of proficiency required will be determined by the Board;
- iii. In respect of the assistance required for tertiary and/or technical development, it is a mandatory requirement for such individuals to enter into an agreement to provide service to Trinidad and Tobago by way of workshops/ seminars/ conferences free of charge at a mutually convenient time and in consultation with the Board.
- iv. An individual applying for financial assistance must complete the relevant application form and provide the following:
 - Proof of Trinidad and Tobago citizenship.
 - Academic qualification, experience in the relevant field, to support funding request.
 - Alternative sources of financing in support of request.
 - Budget for which funding is required.
 - Any prior disbursements from SCF (to ensure that the one year limit is observed)
 - Report on prior disbursement of funds
 - . A report on the event no later than six weeks after the event
 - . A statement of income and expenditure following the event;
 - . Copies of bills and/ or receipts.

- Evidence of accreditation of the institution for education/ training purposes through the Trinidad and Tobago Accreditation Board.

3. The Board will not consider an application from a previous applicant who did not account for funds received;

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 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;
Where no national Organization/Association exists, the request should be forwarded directly to the Secretary, Board of Management, Sport and Culture Fund;
4. All applications will be acknowledged within three weeks of receipt.