



**Checklist for Youth, Sports, Culture and Heritage Grants
Category 1 – Locally Hosted Events, Activities and Camps**

1. Cover letter / Proposal with an outline of request
(Include benefits and opportunities to the community, etc.)
 - a. Target Audience (local/overseas, ages and population) Yes No
 - b. Overall cost of proposal. Yes No
 - c. Goals and timelines of the proposal Yes No
(List indicators to demonstrate they are achievable).
 - d. Details of the larger development plan that the proposal Yes No
is a part of (List details of national implications of proposal).
 - e. Benefit of the proposal for the Cayman Islands Yes No
(List performance indicators).
 - f. Indicate any National Policy goals that will be addressed Yes No
 - g. Ministry/Minister Objectives, goals or priorities to be addressed Yes No

2. Address and contact details of organising group or individual. Yes No

3. Names of principals of the organising group and its registration status. (Private Company, Association, Not for Profit etc.) Yes No
 - a. Non-Profit Certificate or Trade & Business License Yes No

4. Evidence of organising group or individual’s capacity Yes No
to successfully deliver the proposal. (References and Resume or CV)

5. Letter of support from governing body where applicable. Yes No

6. List of others sources for funding and amounts granted. Yes No

7. Evidence that at least one member of staff fully trained in all of the Yes No
following:
 - a) First Aid/CPR
 - b) Darkness to Light, Child Safeguarding or other trainings sanctioned by the Ministry
(must be offered by a qualified and agreed organization)

For any items where a “no” has been indicated, please provide a statement on each advising why it has not been included.