



**Ministry of Youth, Sports,  
Culture & Heritage**

Cayman Islands Government

**Checklist for Youth, Sports, Culture and Heritage Grants  
Category 2 – Training and Development**

1. Cover letter / Proposal with an outline of request  
(Include benefits and opportunities to the community, etc.)
  - a. Number of participants (include ages). Yes  No
  - b. Overall cost of proposal. Yes  No
  - c. Information on organizing body, including credibility Yes  No
  - d. Details of the larger implications of participation Yes  No
  - e. Rationale for the request Yes  No
  - f. Benefit of the proposal for the Cayman Islands Yes  No
  - g. Participation criteria and evidence of acceptance to participate Yes  No
  - h. 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. Documentation to verify participation as a National Athlete or Official Representation status Yes  No
  
5. Evidence of organising group or individual’s capacity to successfully deliver the proposal. Yes  No   
(References, previous events hosted and Resume or CV of participants)
  
6. Letter of support from governing body where applicable. Yes  No
  
7. List of others sources for funding and amounts granted. Yes  No
  
8. Evidence that at least one member of staff fully trained in all of the following: Yes  No 
  - 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.