



**Checklist for Youth, Sports, Culture and Heritage Grants
Category 3 – National Impact**

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. Number of anticipated attendees and local participants showcased 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. Evidence of organising group or individual’s capacity to successfully deliver the proposal. Yes No
(References, previous events hosted and Resume or CV of organiser)

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 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.