



MINISTRY OF TOURISM, CULTURE AND THE ARTS

SPONSORSHIP CHECKLIST

Please note that all related Application forms **must** be accompanied by the required documents as detailed below:

SPONSORSHIP

1. Cover Letter stating exactly what is being requested;
2. One (1) valid Form of Identification
3. Evidence of bonafide. For example, registration with:
 - a. Registry for Artists and Cultural Workers
 - b. Government Ministry
 - c. Recognised umbrella Non-Governmental Organization (TUCO, COTT, PATT, etc.) or
 - d. Certificate of Incorporation with List of Directors
 - e. Company By-Laws
4. An Event/Activity/Programme/Project Proposal inclusive of
 - a. Project description
 - b. Project plan/outline
 - c. Detailed estimated budget
 - d. Supporting invoices and quotations
 - e. Sponsorship packages
 - f. A Communication / Media Plan
 - g. Company Profile and Background

The completed Sponsorship Request Form, cover letter and the supporting documents are to be addressed to:

*Permanent Secretary
(Attention: Grants and Sponsorship Committee Secretariat)
Ministry of Tourism, Culture and the Arts
Levels 8-10, Tower C, International Waterfront Complex,
1A Wrightson Road, Port of Spain,
Trinidad and Tobago.*

N.B. An active bank account in the business's name or person applying is MANDATORY for receipt of a grant or sponsorship. All applicants must submit a Sponsorship Project Completion Report form once the event has been undertaken.