

Fund Application

Please complete the Fund Application Form and submit with your proposal to:

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OR
Scotiabank Trinidad and Tobago Foundation
56-58 Richmond Street
Port of Spain
Trinidad and Tobago

Please Note:

- All sections of the Fund Application form **must** be completed
- The application must be signed off by the organization's Managing Director/CEO/NGO Head
- The following documents **must** accompany the completed Fund Application form: -
 - The organization's most recent financial statements (audited statements, preferably) or Management Accounts for the past 3 years
 - Copy of certificate of registration as Non-Profit Organisation
 - Copy of Annual Return (approved year prior to fund application)
 - Proof of Mailing and Registered Address (e.g. utility bill or bank statement no older than three (3) months)
 - List of Directors listed on Annual Return or Notice of Change of Directors; Account Signatories and Key Officers (**must be submitted on an official letterhead, signed by Corporate Secretary**)
List must include for each:
 - Full Name (First Name, Middle Name, Last Name)
 - Residential Address
 - Telephone number
 - Date of Birth (DD/MM/YYYY)
 - Country of Birth and Nationality
 - Position in organization
 - Valid government-issued photo identification for each Director/Board Member and Key Officer listed
 - Programme proposal which must include:
 - Organization profile, including countries of operation
 - Programme summary
 - Programme impact (beneficiaries)
 - Methodology of delivering the programme
 - Key Performance Indicators
 - Opportunities for brand association and volunteer engagement
 - Detailed programme budget

Fund Application

1. ORGANIZATION DETAILS:

Organization Name: _____

Countries of Operation: _____

Registered address: _____

Email: _____

Website: _____

Telephone: _____

Key Project Officer: _____

1.1 Is Scotiabank your Organization's primary bank?

Yes

No

If No: please complete the following:

Name of Bank: _____

Address: _____

2. PROJECT DETAILS

2.1 Name of Project:

2.2 Project Scope (Summary):

Please outline a summary of the proposed project.

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2.3 Focus Area (tick the applicable area):

- ☐ Sport
- ☐ Education
- ☐ Youth Development
- ☐ Health, Well-being
- ☐ Financial Literacy
- ☐ Environment

Other: Please Specify _____

2.4 Persons that will benefit from the proposed project (include number of persons next to each age category):

- Under 11 years _____
- 12-17 years _____
- 17-25 years _____
- Over 25 years _____

2.5 Total Amount of funds requested: _____

2.6 Total amount of previous funding and year(s) received from Scotiabank:

2.7 Are there any Scotiabank Employees involved with your organization?

(If yes, please provide name, position with charity and contact information at Bank)

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2.8 Project Financials (Summary):

- Project Costs: _____
- Administrative Costs: _____
- Other Costs (specify): _____

3. Authorization (Managing Director/CEO/NGO Head):

Name: _____

Position: _____

Signature: _____