



Ministry of Social Development and Family Services
National Social Development Programme
 2nd Floor, Nahous Building,
 45A – 45C St Vincent Street, Port of Spain
SEED APPLICATION CHECKLIST

Required Documents	
<ul style="list-style-type: none"> Completed Standard Means Test (SMT) (In order to complete the Standard Means Test, the applicant must provide proof of income in the form of a payslip, bank statement or any other applicable document. Proof of expenses for housing in the form of mortgage receipts, rent receipts etc. Proof of medical expenses (not covered under CDAP). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Application form 	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Citizenship/Resident Status: Valid Identification (National ID Card) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Birth Certificate 	<input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Income for all applicable members of household <i>Payslips</i> <i>Job letter</i> <i>SCP/DAG/PAG/TT card cheque stub</i> <i>NIS letter</i> <i>Bank statement</i> <i>Income Declaration Form</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Rental / Lease of Business Location (where applicable) Proof of Home Ownership- Deed / Land Tax Receipt / Certificate of Comfort (where applicable) Authorization Letter from Property owner to conduct business (where applicable) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> Proof of Address: Utility Bill from T&TEC, WASA, TSTT, FLOW (If the utility bill is not in the applicant's name, then a letter confirming that the applicant resides at the premises from the person in whose name the utility bill is in is required as well as a copy of their National ID Card or Driver's Permit. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Business Registration (where Applicable). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Quotation(s) from supplier(s) stating "We Accept Government Invoice Orders" 	<input type="checkbox"/>
<ul style="list-style-type: none"> Two (2) Recommendations: <ol style="list-style-type: none"> One about your Character. One that testifies of your business skills and potential. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Food Badge – Current (Copy of back and front) – (where applicable) 	
<ul style="list-style-type: none"> Approval from Ministry of Health (where applicable) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Certificates of training (where applicable) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Completed Business Plan Document 	<input type="checkbox"/>
TRAINING DOCUMENTATION <ul style="list-style-type: none"> Letter from institution indicating the following: <ol style="list-style-type: none"> Applicant's acceptance for training at the institution Fee/Cost Structure for training Course structure/module and details or opportunities for students employability Other – Course brochure may be attached 	<input type="checkbox"/>

PLEASE NOTE:

- Receipt of this checklist is NOT the completion of an application for the SEED grant**
- Submission of **ALL** the above applicable documentation are required in order to complete an application. **Failure to submit all the required documents within 30 working days from the Checklist Issuance Date will result in closure of the application.**
- Only when all the required documentation is submitted will an application be opened and a home visit appointment scheduled
- Should you have any questions, please contact the NSDP office at 623-2608 Ext 1431, 1433, 1437 or 1439

Client Name:.....Contact Number.....

Checklist Issuance Date:..... Name of Officer:.....

Client Signature:.....ID#.....Date:.....

- Key
- Documents already submitted
 - Documents not required
 - Documents outstanding

Checklist to be completed in duplicate. One is given to the client and the other is placed in the Client Application file.