



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

Required Documents	
• 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).	☐
• Application form	☐
• Proof of Citizenship/Resident Status: Valid Identification (National ID Card)	☐
• Birth Certificate	☐
• 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>	☐ ☐ ☐ ☐ ☐ ☐ ☐
• 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)	☐
• 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.	☐
• Business Registration (where Applicable).	☐
• Quotation(s) from supplier(s) stating “We Accept Government Invoice Orders”	☐
• Two (2) Recommendations: a) One about your Character. b) One that testifies of your business skills and potential.	☐
• Food Badge – Current (Copy of back and front) – (where applicable)	
• Approval from Ministry of Health (where applicable)	☐
• Certificates of training (where applicable)	☐
• Completed Business Plan Document	☐
TRAINING DOCUMENTATION - Letter from institution indicating the following: a) Applicant’s acceptance for training at the institution b) Fee/Cost Structure for training c) Course structure/module and details or opportunities for students employability d) Other – Course brochure may be attached	☐

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