



# Proposed Project Scope

Kindly complete ALL sections of the form, providing as much details as possible.

## Project Information

Institution/ Organization/Group Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ Relationship to Project: \_\_\_\_\_

Secondary Contact Name and Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Proposed Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Land Ownership

The land for the proposed project site is:

Owned, Land Owner Name: \_\_\_\_\_

Is the land owner a participant in the project?  Yes  No

If yes, official permission with documentation should be provided.

Leased, for (number of years) \_\_\_\_\_ starting from \_\_\_\_\_

and ending on \_\_\_\_\_. Lease should not be less than 20 years.

## Current Circumstance

Description of the current situation.

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How long has the organization / institution / group been established? \_\_\_\_\_

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## Proposed Project

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What is being requested?

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How will this project help the community?

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If the project is going to be funded by Food For The Poor, who will be doing the training and management for the project? Are these persons currently involved in the project?

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If the project is implemented, in five years' time where do you see this organization/  
institution/ group? \_\_\_\_\_

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## Land Documents

Kindly note what area of documentation that applies to your request and submit accordingly.

If the property on which you are requesting Food for the Poor to build on is owned:

- By the Government of Jamaica; kindly request a '**No Objection Letter**' from the respective Ministry that would give permission to Food for the Poor to build.
- By a church/organization; Kindly provide a permission letter from the church as well as a **certified** copy of the land title & land drawings.
- By an individual, the section of the land to be used for the project must be 'willed' to the group, in addition to an updated tax receipt, **certified** land title and permission letter to Food for the Poor to build.
- If the property is leased, provide a certified copy of the lease agreement, **certified** copy of land title and drawing, tax receipt and permission letter for Food for the Poor to build.
- **All** infant and basic schools are required to request a support/status letter from the Early Childhood Commission.

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**Please note that the application is not complete without the requested information and the applicable land documents.**