



SOCIAL DEVELOPMENT
COMMISSION
Building Communities... Bettering Jamaica

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Office use only
Code#: _____
Call # _____
FY: _____ -

**Government of Jamaica Administrative Grant
for
Community Development Committees Application Form**

Instructions:

1. Before completing this form you should read the "Administration Grant Fund Information Sheet" document.
2. When completing the application form you may contact the Community Development Officer/Field Supervisor in your Community/DA/Parish for support.
3. Please note that completed Application form must be submitted with supporting documents to the Social Development Commission to avoid **NOT** being processed. You should keep a copy of your application for reference.

DO NOT WRITE IN SPACE BELOW FOR OFFICIAL USE ONLY

Date Received: _____				
Checklist:				
	Mandatory Criteria	Provision of documents	Comments	PM's Signature
1	Signed Application			
2	Found on Community Listing			
3	In Existence for more than a year			
4	Constitution			
5	Last Three Minutes			
6	Assessment Certificate or Assessment with Passing Score			
7	Own/Affiliated to a Community Project			

**GOVERNMENT OF JAMAICA
ADMINISTRATIVE GRANT APPLICATION
FORM
For
COMMUNITY DEVELOPMENT
COMMITTEES**

NAME OF PARISH: _____

NAME OF COMMUNITY: _____

SECTION 1: DETAILS OF APPLICANT

Name of Governance Structure: _____

Type of Group:

GROUP INFORMATION	
Mailing Address	
Telephone Number	
Email Address	
TRN/GCT# (if available)	
CONTACT PERSONS' DETAILS	
Name of President	
Telephone number(s)	
Email Address	
Profile of Governance Structure	
What date was your organization established?	
What is the vision of your organization?	
Briefly state how the funds will be utilized	

List of Executives/ Fund Management Team

Name (First and Surname)	Position in Organization	Time in Position	Contact number & Email

Declaration

I declare that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge. Furthermore, we understand that the Government of Jamaica Administrative Grant Selection Committee may ask for additional information at any stage of the application process. We also understand that the SDC has the right to visit projects and speak publicly about the project and use the project as a part of any public relation material for the SDC both in the present and future. Additionally, I understand that a report of expenditure must be completed at the end of the quarter and failure to do so will result in the entity not being able to access any of the SDC's grant facilities until the entity is compliant.

Signature _____ Print Name: _____ Date: _____

Signature _____ Print Name: _____ Date: _____

Signature _____ Print Name: _____ Date: _____

SOCIAL DEVELOPMENT COMMISSION'S ENDORSEMENT

Parish Manager's Signature _____ Print Name: _____ Date: _____

CDO's Signature _____ Print Name: _____ Date: _____

Date of Application: _____

Organization's Accounting Information

Accounting

Financial Institution & Address: _____

Account Signatories:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Account Name: _____

Account Number: _____