



SOCIAL DEVELOPMENT
COMMISSION

Building Communities...Building Jamaica

LOCAL ECONOMIC DEVELOPMENT GRANT FUND





PROJECT COMPLETION REPORT

PROJECT TITLE: _____

NAME OF PARISH: _____

COMMUNITY LEI LOCATED: _____

NAME OF LEI: _____

Area (s) for which grant was awarded	✓
 Capacity Building	
 Procurement of Inputs for Business expansion	
 Marketing	
 Business Registration	

PROJECT COMPLETION REPORT

SECTION 1: DETAILS OF APPLICANT, PROJECT TEAM AND PROJECT OBJECTIVES

- + Name of LEI: _____
- + Type of Business/Industry: _____
- + Name of CDC/DAC/PDC that own/ co-own or affiliated to LEI: _____
- + Project Start date: _____ ♦ Project Completion date: _____
- + Number of persons employed: F/T _____ P/T _____
- + Number of participants who implemented project: _____

1.0 Project Implementation Team

Names of Project Implementation Team including consultants / suppliers hired			
Name (First and Surname)	Organization	Role in Project	Contact Number & Email

1.1 OBJECTIVES [SPECIFICS OF THE PROJECT.... What was achieved by the Local Economic Initiative (LEI) having received the Grant [for example: 1 honey extractor purchased, X name LEI now registered with the Companies Office of Jamaica]









+ _____

+ _____

+ _____


SECTION 2: BENEFICIARIES

2.1 [Who are the direct and indirect beneficiaries of the SDC LED Grant]

	Direct Beneficiaries	Indirect Beneficiaries
How Many?		
Who are they?	 1.	 1.
	 2.	 2.
	 3.	 3.


2.2 Has the number of persons employed to the Local Economic Initiative increased as a result of the Grant received **Yes / No? _____**


If yes, kindly indicate


	Numbers	Gender	Age
 How many persons have been employed		Male	
		Female	

SECTION 3: PROJECT IMPACT


3.1 [What changes/ improvements/ advancements have been realized by the Local Economic Initiative because of the SDC LED Grant received]

 _____

 _____

 _____

 _____

 _____

SECTION 4: PROJECT EXPENDITURE

4.1 BUDGET SUMMARY

FUNDER (\$)	AMOUNT
1. Social Development Commission	\$
2. Community Contribution	
3. Member of Parliament	
4. Councillor	
5. Other	
<u>TOTAL</u>	<u>\$000,000.00</u>

SECTION 5: PHOTOGRAPHS

[Insert PHOTOS (no more than six(6) to show level of achievement)]. **Note:** Where applicable show before and after photos

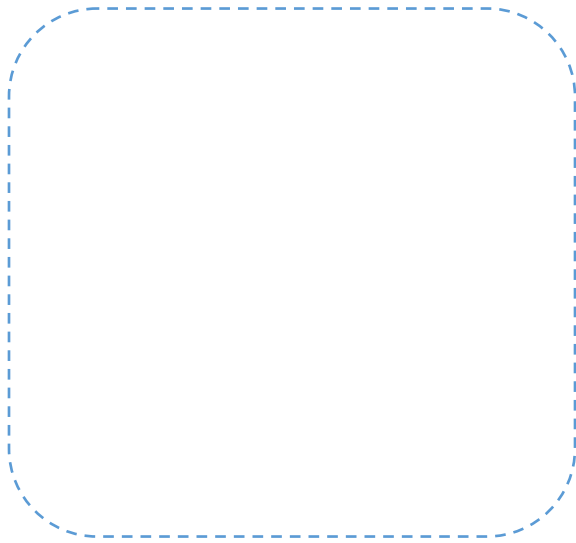


Photo 1:



Photo 2:

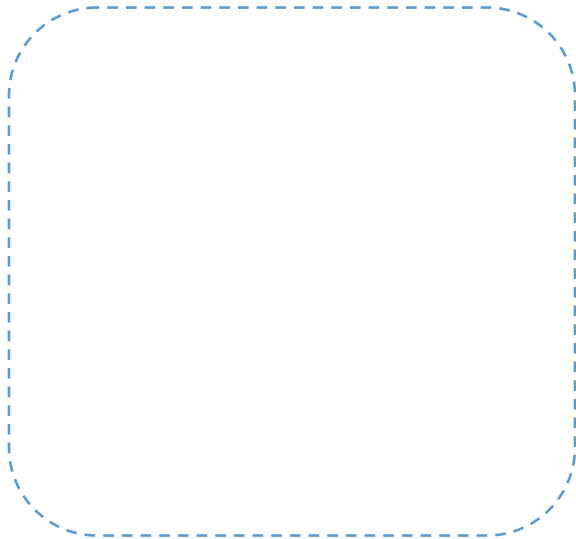


Photo 3:

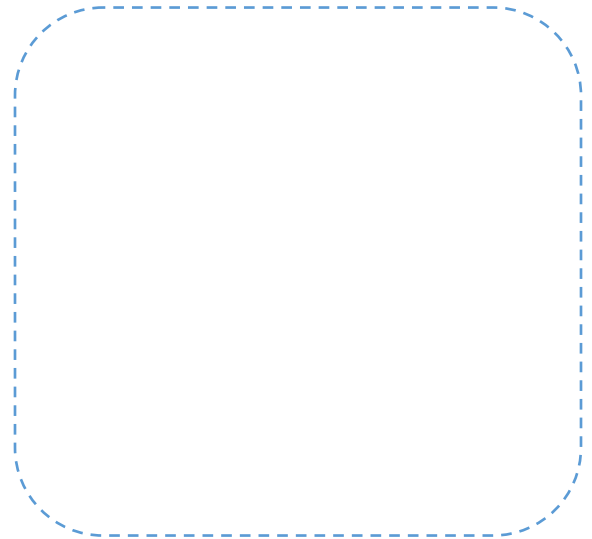


Photo 4:

SECTION 6: CHALLENGES, RECOMMENDATIONS, NEXT STEPS FOR LEI, CDC, DAC, PDC

6.1 WERE THERE ANY CHALLENGES FACED BY THE **LOCAL ECONOMIC INITIATIVE** DURING THE IMPLEMENTATION OF THE PROJECT? **YES** [] OR **NO** []

6.2 IF **YES**, STATE BELOW THE CHALLENGES

6.3 DO YOU HAVE ANY RECOMMENDATIONS REGARDING THE **LOCAL ECONOMIC DEVELOPMENT GRANT**?

6.4 WHAT ARE THE NEXT STEPS FOR THE **LOCAL ECONOMIC INITIATIVE** (*i.e.*, the business)?

7.0 DECLARATION

I / We hereby certify that the information contained in this application is correct to the best of my / our knowledge.

Signature* _____ Print Name: _____ Date: _____

Signature* _____ Print Name: _____ Date: _____

Note:

- i. Local Economic Initiatives (LEIs) that are Affiliated to a civil society organization must obtain one (1) signatory from its Business Management Executive and one (1) signatory from the Civil Society Organization’s President or his designate

- ii. Local Economic Initiatives (LEIs) that are owned by the civil society organization must obtain signatures from two (2) Executive Members

APPENDICES:

PLEASE ATTACHED THE FOLLOWING DOCUMENTS TO THE PROJECT COMPLETION REPORT

DOCUMENTS	✓
✚ Copy of Original Suppliers' invoice (s)	
✚ Copy of Sales Receipt	
✚ Attendance Register taken at the handing over gathering	
✚ Photographs	
✚ Copies of documents obtained via the Grant Funds e.g. Business Registration, Articles of Incorporation, Business Charter <i>etc</i>	

NOTE:

- ✚ Please submit Project Completion Report to your local Social Development Commission's (SDC's) local office.
- ✚ Please collect receipt upon submission of Project Completion Report from the Social Development Commission

Thank you...