

LOCAL ECONOMIC DEVELOPMENT GRANT FUND




PROJECT COMPLETION FORM

PROJECT TITLE: _____

NAME OF PARISH: _____

COMMUNITY LEI LOCATED: _____

NAME OF LEI: _____

Area for which grant was awarded	✓
 Procurement of Equipment	
 Marketing	
 Business Registration	

PROJECT COMPLETION REPORT

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

- ✚ Name of LEI: _____
- ✚ Type of Business: _____
- ✚ Name of CDC/DAC/PDC that own/ co-own or affiliated to LEI: _____
- ✚ Project Start date: _____ Project Completion Date: _____
- ✚ Number of participants who implemented project: _____

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

OBJECTIVES [SPECIFICS OF THE PROJECT.... What was achieved by the Local Economic Initiative e.g 1 honey extractor purchased, X name LEI now registered with the Companies Office of Jamaica or the Department of Cooperatives and Friendly Societies etc]

✚

SECTION 2: BENEFICIARIES

[Who are the direct and indirect beneficiaries of the grant]

	Direct Beneficiaries	Indirect Beneficiaries
How Many?		
Who are they?		

Q. 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

[What changes/ improvements/ advancements have been realized by the Local Economic Initiative because of the grant received]

SECTION 4: PHOTOGRAPHS

[Insert photos to show level of achievement]

SECTION 5: CHALLENGES, RECOMMENDATIONS, NEXT STEPS FOR LEI, CDC, DAC, PDC

Q. WHAT ARE THE CHALLENGES FACE BY THE LOCAL ECONOMIC INITIATIVE DURING THE PROJECT IMPLEMENTATION?

Q. WHAT ARE THE RECOMMENDATIONS THAT YOU HAVE REGARDING THE LOCAL ECONOMIC DEVELOPMENT GRANT

Q. WHAT ARE THE NEXT STEPS FOR THE LOCAL ECONOMIC INITIATIVE?

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: _____

Signature* _____ Print Name: _____ Date: _____

* Signatures of Members from the LEI's EXECUTIVE

APPENDICES:

ATTACH SUPPLIERS' DOCUMENTS:

NOTE:

✚ Original Suppliers' invoice (s)	
✚ Attendance Registers of Project meetings held	
✚ Copies of documents obtained via the grant funds e.g. Business Registration, Charter <i>etc</i>	

SOCIAL DEVELOPMENT COMMISSION'S ENDORSEMENT

Parish Manager's Name	
Signature	
Date	

CDO's Name	
Signature	
Date	

Supervisor's Name	
Signature	
Date	

LEDC'S Name	
Signature	
Date	