



**SOCIAL DEVELOPMENT
COMMISSION**
Building Communities...Building Jamaica

Government of Jamaica PDC Administrative Grant Report

Section 1: Application Summary

Name of Organization:	
Email:	
Grant Amount:	
Application Period:	
Date of Report:	

Section 2: Grant Activities

	Organization's Grant Objectives	List of Activities Implemented <i>(Must be aligned to objectives)</i>	Objectives met? <i>(Yes/No)</i>
A.			
B.			
C.			
D.			

**Indicate if the item was purchased or an APPROVED down payment was made.*

**Add rows where necessary*

If no, for “objectives met?” please give reason(s)

Were there any difficulties in implementing the grant activities? (If yes, please explain)

	Outputs from Grant <i>(General Meeting held, equipment purchased, meeting space improved)</i>	Impact Realized <i>(Improved functions)</i>
1.	1 printer	Improved Administration
2.	1 forum held with NWC	Improved Advocacy
3.		
4.		

Do you have any recommendations for the fund?

EXPENDITURE REPORT

Activity	Total Project JA\$	Received JA\$	Spent JA\$	Remaining Balance
A				
B				
C				
Total				

IS THERE A BALANCE LEFT IN THE ACCOUNT FROM THE GRANT (Y/N)? _____

IF YES, WHAT IS THE BALANCE? _____

PLEASE OUTLINE ACTIVITIES PROJECTED FOR THE NEXT TRANCHE

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

REPORT COMPLETED BY:

NAME: _____

CONTACT INFORMATION (*PHONE, EMAIL, ETC.*): _____

SIGNATURE: _____

DATE: _____

ATTACH COPIES OF ALL INVOICES & RECEIPTS TO THIS REPORT

NOTE WELL ANY MISAPPROPRIATION OF FUNDS WILL HAVE LEGAL CONSEQUENCES. KINDLY ENSURE THAT THIS REPORT IS COMPLETED WITH THE HIGHEST LEVEL OF INTEGRITY. IF YOU HAVE ANY CONCERNS, PLEASE CONTACT YOUR SDC PARISH OFFICE.