



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

Government of Jamaica Administrative Grant Report

Section 1: Grant Description

Name of Organization:	
Name (person completing report):	
Title:	
Email:	
Grant Amount:	
Grant Call #	
FY	

Section 2: Grant Activities

List of Activities/ Items Purchased/Approved down payment
A.
B.
C.
D.

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

Please list grant objectives:

- A. _____
- B. _____
- C. _____

Did you meet your Grant objectives as outlined above? If no, please state why

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

Please indicate project impact/changes observed as a result of the grant

Do you have any recommendations for the fund?

INCOME & EXPENDITURE REPORT FOR LAST GRANT AMOUNT RECEIVED

Activity/Items	Balance B/F fr. previous grant JA\$	Amt. Received (New Grant only) JA\$	Amount Spent JA\$	Remaining Balance JA\$ = (B/F + Amt Recd. – Amt Spent)
INCOME				
Balance Brought Forward				
NEW GRANT AMOUNT RECEIVED				
EXPENDITURE (AMOUNT SPENT)				
A.				
B.				
C.				
D.				
E.				
TOTAL				

**GROUP IS ALLOWED TO CARRY FORWARD A MAXIMUM OF 15% OF TOTAL GRANT AMOUNT.
 ANY AMOUNTS CARRIED FORWARD MUST BE REFLECTED AS AMOUNT BROUGHT FORWARD (B/F) IN THE NEXT GRANT REPORT**

COMMENT:

NAME _____

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 THE SDC HEAD OFFICE.