



SOCIAL DEVELOPMENT COMMISSION
Building Communities... Bettering Lives

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

**Government of Jamaica
For
Parish Development Committees Administrative Grant
Application Form**

Instructions:

1. Before completing this form, you should read the "PDC Administrative Grant Information Sheet" document.
2. When completing the application form you may contact the SDC Parish Manager for support.
3. Please note that the 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: _____			
Mandatory Criteria	Documents received	Comments	PM's Signature
Signed Application Form			
Income and Expenditure Report			
Report			
Minutes of last two (2) Executive Meetings			
Minutes of the last General Membership Meeting			
Evidence of participation in last two (2) of the last three (3) MC General Council Meeting. <i>(To be submitted by the SDC Parish Manager)</i>			
Bank Account information			

**GOVERNMENT OF JAMAICA
PARISH DEVELOPMENT COMMITTEE ADMINISTRATIVE
GRANT**

APPLICATION FORM

NAME OF PARISH: _____

SECTION 1: DETAILS OF APPLICANT

Name of Governance Structure: _____

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

We 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 Parish Development Committee Administrative Supports 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/activities and speak publicly about the project/activity and use the project/activity as a part of any public relation material for the SDC both in the present and future. Additionally, We 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.

NAME: _____ SIGNATURE: _____ Date:_____

NAME: _____ SIGNATURE: _____ Date:_____

NAME: _____ SIGNATURE: _____ Date:_____

SOCIAL DEVELOPMENT COMMISSION'S ENDORSEMENT

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

Programme Coordinator's Name: (upon receipt of application) _____

Signature: _____ Date: _____

Date of Application: _____

Organization's Accounting Information

Financial Institution: _____

Address: _____

Account Name: _____

Account Number: _____

Account Signatures:1. _____

2. _____

3. _____

4. _____