



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

## Government of Jamaica PDC Administrative Grant Report

### Section 1: Application Summary

<b>Name of Organization:</b>	
<b>Email:</b>	
<b>Grant Amount:</b>	
<b>Application Period:</b>	
<b>Date of Report:</b>	

## 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)**

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

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

Do you have any recommendations for the fund?

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## EXPENDITURE REPORT

### INCOME & EXPENDITURE REPORT FOR LAST GRANT AMOUNT RECEIVED

Activity	Balance B/F from Last grant JA\$	Amt. Received (New Grant only) JA\$	Amount Spent JA\$	Remaining Balance JA\$ = (B/F + Amt Recd. - Amt Spent)
<b>INCOME</b>				
Balance Brought Forward				
NEW GRANT AMOUNT RECEIVED				
<b>EXPENDITURE (AMOUNT SPENT)</b>				
A.				
B.				
C.				
D.				
<b>TOTAL</b>				

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.**