

Official use only

**Code #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Call # \_1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FY: \_\_2024/2025\_\_\_\_\_\_**

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Kingston 4`

Jamaica W.I.

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**Government of Jamaica Administrative Grant**

**for Community Development Committees - Application Form**

**Government of Jamaica Administrative Grant Fund for Community Development Committees**

**Instructions:**

1. Before completing this form, you should read the “Administrative Grant Information Sheet”.
2. When completing the application form, you may contact your Parish Office for support.
3. Please note that 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.

**Checklist**:

|  |  |  |
| --- | --- | --- |
|  | **Mandatory Criteria** | **Provision of documents** |
| **1** | Application Form Signed by 2 Executive members |  |
| **2** | CDC found on Verified Community Listing |  |
| **3** | Verification Receipt valid for 2 years |  |
| **4** | CDC In Existence for more than a year |  |
| **5** | Constitution -Cover page and signed Ratification page with date of ratification attached |  |
| **6** | Minutes of last 3 meetings held per Constitution, signed by President and Secretary |  |
| **7** | Bank Account owned by CDC |  |
| **8** | Grant Fund Report (including Income & Expenditure Report with support invoices for last grant received) |  |

**Name of CDC:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of CDC Executive:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_