

**Jamaica Social Investment Fund  
Rural Economic Development Initiative (REDI)**

**PROJECT APPLICATION**

Please **READ** the ‘**Guidelines for Completing the Application Form**’ **BEFORE** completing the application form, also please ensure **ALL** questions on the form are answered.

**SECTION 1: APPLICANT SUMMARY**

**1.1 Name of Organisation:**

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**1.2 Organisation Type:** Benevolent Society [ ]      Cooperative [ ]      Friendly Society [ ]  
Community Based Organization (CBO) [ ]      Non-government Organization [ ]      Other [ ]

If other, state:

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**1.3 Date Organization was formed:**

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**1.4 Registration status of the organization:**

Registered [ ]      Not Registered [ ]      Registration in-Progress [ ]

**1.5 Organisation’s main area(s) of focus:**

**1.6 Location of organization's office or meeting place:**  
(Please note that this will be our primary method of contact and must be accurate in order to process the application further)

**Street:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

**1.7 Mailing address of the organization (if different from above)**

**Street:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

**1.8 Name of Primary contact: [Ms, Mr, Mrs]** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Position in the organization** \_\_\_\_\_

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

**1.9 Alternate Contact: [Ms, Mr, Mrs,]** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Position in the organization:** \_\_\_\_\_

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

**1.10 Date of application:** \_\_\_\_\_

## SECTION 2: PROJECT INFORMATION

**2.1 State where the project will be located:**

Community: \_\_\_\_\_ Parish: \_\_\_\_\_

**2.2 Is this project:** (a) new [ ] or, (b) part of an on-going effort [ ]

**2.3 Which of the following categories best describes your project request?** (You may tick more than one category)

Category	Tick
Equipment	
Small-scale Economic Infrastructure	
Marketing	
Training / Capacity Building	
Management Strengthening	
Other (please specify)	

**2.4 State briefly your project idea?** (State clearly what you intend to do)

**2.5 What is the estimated total cost to undertake your project?**

\_\_\_\_\_

**2.6 How much money are you requesting from JSIF for this project?**

\_\_\_\_\_

2.7 Please list below specifically what activities will be undertaken or items purchased with the funds being requested

Activities to be undertaken and /or Items to be purchased
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

2.8 Please provide the expected Income and Expenditure for the proposed project in the table below.

Year	Income	Expenditure
1 <sup>st</sup> year		
2 <sup>nd</sup> year		

2.9 Who are, or, will be your customers (provide name of business/group)?

2.10 Do you have firm interest from potential customers/buyers i.e. letters of support?

No [ ] Yes [ ] (If yes, please attach)

2.11 Approximately how many persons will directly participate in implementing the project?

Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_

2.12 Approximately how many persons are expected to be employed from this project?

Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_

**2.13 JSIF requires a minimum of 20% contribution** (at least 10% in cash for Type A subprojects).  
**Please indicate with a tick how the Group will provide its contribution?**

<b>Contribution Description</b>	<b>Tick</b>
Cash Contribution	
Plan and organize sponsor signing and handing over ceremonies	
Clear / bush the site to accommodate construction work	
Finance costs of refreshment at ceremonies and meetings relating to the implementation of the project	
Provide venue for training	
Provide discounted labour	
Provide free labour	
Provide the land	
Other (please specify)	

**2.14 Indicate the percentage of cash contribution your organization will make:**

(a) 10%  (b) 11% - 19%  (c) 20%  (d) more than 20%

**2.15 Indicate the percentage of non-cash contribution**

(a) 10%  (b) 11% - 19%  (c) 20%  (d) more than 20%

**2.16 Will your proposed project have a positive impact on the environment?**

Yes  No

**If Yes,** please explain how

**If No,** please explain why and state measures to be undertaken to manage the negative impact

**2.17 Who will manage the project?**

Name	Position	Main responsibilities

**Please Note: LAND TENURE**

The project cannot help to finance purchase of land. If JSIF is to assist with a project that involves use of land, you must state exactly what the land ownership/lease arrangements are. Please attach copies (not originals) of land titles or lease agreements. If JSIF is to construct a building the group must own or have a lease for the property of not less than 49 years. JSIF does NOT consider building projects where land tenure is not confirmed to the community requesting the project. Please note that moveable structures (e.g. greenhouses) do not require a 49 year lease, however authorization for use of the land must be provided.

**SECTION 3: GROUP PROFILE**

**3.1 Please provide details of the Group's Executive Committee**

Name	Position on Executive	Gender	Number of years served in this position	Email Address	Telephone number

3.2 How many members are in the group (excluding the Executive)?

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3.3 What do most people in your group do to earn a living?

Occupation of Group Members	Number of members
Agriculture	
Fishery	
Tourism worker	
Professional or Senior Official	
Craft or Tradesperson	
Clerical worker	
Shop/Market sales worker	
Plant/Machine Operator	
Unemployed	
Other (specify)	

3.4 Please list and value physical assets owned, leased, or other assets your group has clear access to which exceeds JA\$80,000.00

Main Assets	Approximate Value (J\$)
<b>Total</b>	

3.5 Does the group have a Business Plan for the project? Yes [ ] No [ ]

3.6 If yes, when was the business plan prepared? Date: \_\_\_\_\_  
(If yes, please attach a copy of the business plan)

3.7 Does the Group prepare annual financial statements? Yes [ ] No [ ]  
If yes please attach a copy of the last statement (audited or unaudited)

3.8 Does the Group hold Annual General Meetings? Yes [ ] No [ ]  
(If yes, please attach a copy of the minutes from the last meeting held)

3.9 Does the Group hold other regular meetings more than once per year? Yes [ ] No [ ]  
(If yes, please attach a copy of the of the minutes from the last two meetings held)

3.10 Has the group implemented any other project in the last 5 years? Yes [ ] No [ ]  
(If yes, please provide brief information below)

3.11 Please indicate if the group has received funding from any other source in the last 2 years

3.12 Name any Organisation / Group / Person that is presently working with your group

Name of Organization/Group/Person	How is this Organisation/Group/Person helping?

#### SECTION 4: OTHER

4.1 How did you hear about the REDI project?

Radio [ ] Newspaper [ ] Television [ ] Internet [ ]

CBO meeting [ ] Brochure [ ] Other \_\_\_\_\_

**4.2 How are you going to submit this application?**

(a) Email  (b) Hand Delivery  (c) RADA  (d) TPDCO

(e) Mail

**4.3 Did you receive any assistance from RADA or TPDCo to complete this application form?**

(a) Yes, TPDCo  (b) Yes, RADA

(c) Other  Specify \_\_\_\_\_

**For Office Use Only**

Date Form was received: \_\_\_\_\_

Form Checked by (please print name): \_\_\_\_\_

Project meets eligibility criteria: Yes \_\_\_\_\_ No \_\_\_\_\_

If No, state briefly why \_\_\_\_\_