**Poverty Reduction Programme PRP IV**

**Vocational Scholarships and Short Term Job Placement**

**Guidelines to Complete the Application**

The PRP IV was established to support the Government’s Community Renewal Programme (CRP) which is slated to provide assistance in several of the country’s poorest communities across the island. The project seeks to achieve:

1. Transformation and Development in the eligible communities
2. Social Inclusion: Community Empowerment, Involvement and Participation
3. The engendering of an environment that is violence free, fostering economic viability

***Interested persons between the ages of 17 and 25 years are invited to apply for scholarship assistance for their tuition fees through the PRP IV initiative. This offer does not include tertiary programmes offered by vocational institutions. PRP will pay 90% of the fees up to a maximum of $150,000 per individual. The remaining 10% will be financed by the scholarship recipient.***

**To apply you must**

* Be a resident of one of the listed communities (see over)
* Be in financial need
* Be actively involved in community work through community-based organization(s) and/or other voluntary programmes
* Have confirmed continued acceptance in a **HEART Trust Community Training Intervention** / **an accredited NCTVET Institution** from which you will receive a HEART or NCTVET certificate at the end of the programme.
* Must be in good academic standing (at least three CSEC/CAPE subjects obtained in one sitting or NCTVET Certificate)
* **Not be in arrears for your previous academic year for tuition or any other fees**

The following notes provide guidance to applicants:

1. The application form must be **fully** **completed** **and signed by the applicant**
2. The completed application must be submitted **before** the deadline (time **and date**). Only applications received before the deadline and that have **all** supporting documents will be evaluated. Applications will be date stamped at time of receipt.
3. The completed application form must be accompanied by the following:

* Letter from the institution to evidence enrolment
* Letter/statement from the institution stating fees for the 2017/2018 academic year and confirming there are no outstanding fees
* Grades for previous academic year - certified transcript from the institution ,certificates from previous levels, CXC results ( for those entering Level One)
* A certified copy of your birth certificate
* Character recommendation from any of the following - Pastor, Gazetted Police Officer, School Principal, Attorney at Law, Justice of the Peace or Medical Doctor
* Proof of family income – this can take the form of a copy of pay slip, a job letter or a letter of confirmation from a Justice of the Peace. If your parent/guardian is not employed or is self-employed, this must be confirmed in a letter from a Justice of the Peace. If self –employed the letter should state the average monthly income.
* Proof of community involvement or volunteer activity – a letter from the leader of the community group(s) or volunteer programme confirming membership or participation in the group(s) and any office/position held
* 1 passport-sized photograph certified by a Pastor, Gazetted Police Officer, School Principal, Attorney at Law, Justice of the Peace or Medical Doctor

**List of Eligible Communities**

|  |  |  |
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| **Parish** | **Community** | |
|  |  |  |
| **Kingston & St. Andrew** | Allman Town | Hannah Town/Craig Town |
|  | Arnett Gardens | Jones Town |
|  | Campbell Town | Majesty Gardens |
|  | Central Downtown | New Haven |
|  | Cockburn Gardens | Penwood |
|  | Delacree Park/Union Gardens | Rae Town |
|  | Denham Town | Rema |
|  | East Downtown | Riverton City |
|  | Fletchers Land | Rose Town |
|  | Franklyn Town | Tivoli Gardens |
|  | Greenwich Town/Newport West | Waterhouse |
|  |  | Whitfield Town |
|  |  |  |
| **St. Catherine** | Windsor Heights | Twickenham Park |
|  | Central Village | Quarry Hill |
|  | Corletts Road | Lime Tree Grove |
|  | Rivoli | Villa Palms |
|  | Tawes Pen | Lower King Street |
|  | Ellerslie Pen | Clifton |
|  | Salt Pond Road | Grange Lane |
|  | Railway Lane/Premises | Lakes Pen |
|  | Upper Kings Street | Old Harbour |
|  | Dela Vega City | Bog Walk |
|  | Dallas | Cumberland Road |
|  |  |  |
| **Clarendon** | Four Paths | York Town |
|  | Palmers Cross | Lionel Town |
|  |  |  |
| **St. James** | Adelphi | Lilliput |
|  | Anchovy | Norwood |
|  | Barrett Town | Retirement |
|  | Flanker | Tucker |
|  | Granville |  |

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| **List of Vocational Courses Not Eligible for Funding** | |
| Business Administration | Administrative Management |
| Accounting Clerk | Bursar |
| Front Office Agent | General Office Administration |
| Events Management | Marketing and Promotions |
| Business Management |  |

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| **List of HEART Trust Community Training Interventions/NCTVET Accredited Institutions in which the Applicant are to be enrolled** | |
| Abilities Foundation | Lionel Town Skills Training Centre |
| Adelphi Skills Training Project | Lister Mair/Gilby Institute for Adult Education |
| Bethel United Skills Training Centre | McGrath Skills Training Centre |
| Boulevard Baptist Skills Training Centre | Middlesex International College |
| Boy’s Town Vocational Training Centre | Montego Bay Community College |
| C. Palmer Project of Hope | Moneague Community College |
| Children First | National School of Cosmetology and Barbering Arts |
| College of Agriculture, Science and Education (CASE) | New Horizons Skills Training Project |
| Cornerstone Ministries | New Market Skills Training Project Glendevon |
| Crooked River/Brea Head Skills Training Centre | Olympic Gardens Civic Centre |
| Commodore Skills Training Centre | Operation Friendship Skills Training Centre |
| Central Kingston Community Training Intervention | Pentecostal Gospel Temple Skills Training Centre |
| Citizens Advice Bureau | Phillipo Baptist Skills Training Centre |
| Denbigh 4-H Skills Training Centre | Pre-University School |
| Distinction College | Professional Development Institute (formerly Girl’s Town) |
| Edgewater Baptist Learning Centre | Promise Learning & Training Centre |
| Examination and Assessment Services | Rural Family Support Organisation |
| Exemplary Outcome | Spanish Town Seventh Day Adventist Skills Training Centre |
| Ewarton Skills Training Centre | St. Margaret’s Human Resource Centre |
| Faith Temple New Testament STC | St. Margaret’s Caregiver Training Centre |
| First Missionary Skills Training Centre | St. Pius Skills Training Centre |
| Four Paths Community Training Centre | St. Patrick’s Foundation |
| Genesis Academy | Spring Valley Development Foundation STC |
| Good Hope Community Training Centre | Shoe Shine Project |
| Guardsman Group Training Centre | Sure Foundation |
| Institute of Nursing Technology & Household Management | Stella Maris Foundation |
| International University of the Caribbean | Trinity Moravian Skills Training Centre |
| Industrial Security professional training centre | The Face Place Institute of Aesthetics |
| Institute for Workforce Education & Development (IWED) | The Alpha Institute |
| Jamaica Association for Mental Retardation | Webster Skills Training Centre |
| Jamaican German Automotive School (JAGAS) | Young Men’s Christian Association |
| Kings Gate Skills Training Centre |  |

**APPLICATION DEADLINE:**

**5:00 PM August 14, 2017**

**In Montego-Bay In Kingston**

**SDC Office - Albion Community Centre Jamaica Social Investment Fund**

**1 Albion Road The Dorchester**

**Montego Bay 11 Oxford Road**

**(Entrance on Norwood Avenue)**

**POVERTY REDUCTION PROGRAMME (PRP IV)**

Description: caempwnb[1]

**VOCATIONAL SCHOLARSHIP (STVS) AND JOB PLACEMENT**

**APPLICATION FORM**

**Please Complete All Sections**



**JAMAICA SOCIAL INVESTMENT FUND**

**EUROPEAN UNION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A: APPLICANT’S DETAILS** | | | | | | | | | |
| **Last Name** | | | **First Name** | | **Sex** | **Date of Birth**  **Day M Year** | | | |
|  | |  |  |
| **Permanent Address**  **(State clearly)** |  | | | | | | **Community** | | |
| **Telephone Number (Home)** | | **Mobile (Cell)** | | **Email** | | | | | |
| **Taxpayer Registration Number (TRN)** | | **Are you currently employed? Yes No**  **Have you previously been employed? Yes No**  **If yes, state gross income\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month** | | | | | | | |

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| **Please give details for your Parent/Guardian** | |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Relationship to Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Does this person live with you? □ Yes**  **□ No**  **If this person is employed, please indicate monthly salary range:**  **$0.00 - $19,999.00**  **$20,000.00 - $39,999.00**  **Over $40,000.00**  **Unemployed** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Relationship to Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Does this person live with you? □ Yes**  **□ No**  **If this person is employed, please indicate monthly salary range:**  **$0.00 - $19,999.00**  **$20,000.00 - $39,999.00**  **Over $40,000.00**  **Unemployed** |

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| **SECTION B: SOCIO-ECONOMIC BACKGROUND** | | | | | | |
| **How many persons are in your household? \_\_\_\_\_\_\_\_\_**  **Number of Siblings attending School \_\_\_\_\_**  **State the number of persons employed in your household: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Occupation of Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please tick the total monthly income range that applies to your household:**  **$0.00 - $19,999.00**  **$20,000.00 - $39,999.00 Over $40,000.00**    **Unemployed** | | | | | | |
| **SECTION C: EDUCATIONAL BACKGROUND** | | | | | | |
| **\* Institution in which you are enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\*\*Area of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Level of Study  Level 1  Level 2  Level 3  Level 4  Level 5**  **\*\*\*\*What is the Tuition Fees for the 2017– 2018 School Year $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Last School Attended:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **At what grade did you leave school:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| **Please give details of qualifications achieved:** | | | | | | |
| **Subject** | | **Exam body (e.g. CXC , CAPE, NCTVET certified)** | **Year** | | **Grade** | **School/Institution** |
|  | |  |  | |  |  |
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| ***\*Please attach letter from the institution confirming your enrollment and your fees for 2017 – 2018*** | | | | | | |
| ***\*\* Please note that the PRP funding does not include tertiary programmes offered by HEART certified institution nor does it include costs associated with room and board*** | | | | | | |
| ***Please provide an authentic copy of your transcript issued by the institution, outlining grades from the year of commencement to present as well as the******certificates from previous levels.*** | | | | | | |
| **Please move to SECTION E of this application form and fill out the rest of the form.** | | | | | | |
| **SECTION D: PREVIOUS FUNDING ASSISTANCE** | | | | | | |
| **Are you a previous PRP scholarship recipient?**  **Yes  No** | | | | **Will you be receiving funding assistance through a student loan?**  **Yes  No** | | |
| **Will you be receiving funding assistance from any other source?**  **Yes  No** | | | | **If yes, please indicate below the source and the amount:**  **Amount: Source:** | | |
| **Have you applied to any other institution/ organization for a scholarship?**  **Yes  No**  **If yes, please state the institution and the amount:**  **Institution/Organization Amount ($)** | | | | | | |
| **SECTION E: COMMUNITY INVOLVEMENT** | | | | | | |
| **List activities that you are or were involved in and the organizations responsible. *Please attach ORIGINAL letter or recommendation from organizations listed*** | | | | | | |
| **Activities** | | | | **Community Organization** | | |
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| **SECTION F: CHECKLIST OF SUPPORTING DOCUMENTS**  Please review checklist to ensure that you complete all requirements for your application to be considered | | | |
| **Original and 2 copies of** | Your check | Not Applicable | JSIF only |
| Completed Application (signed) |  |  |  |
| Last Certificate/Academic Report or Certified transcript to current period |  |  |  |
| Letter of recommendation( Character Reference Letter) |  |  |  |
| Tuition fee ORIGINAL letter or invoice |  |  |  |
| Proof of family income |  |  |  |
| Letter of confirmation for community involvement or volunteer activity |  |  |  |
| Letter confirming there are no outstanding fees |  |  |  |
| Certified passport-sized picture |  |  |  |
| Letter from the institution to evidence enrolment |  |  |  |
| Certified copy of Birth Certificate |  |  |  |
| CXC/CAPE certificate as well as any other certification (e.g NCTVET, VTI, etc. ) |  |  |  |

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| **SECTION G: TERMS AND CONDITIONS** |
| **Please note that if you are successful in acquiring this scholarship you will be required to participate in PRP visibility (interviews, testimonials etc.) or Monitoring and Evaluation exercises.** |

**I have enclosed 1 original and 2 copies of all the documents in my application package.**

**I hereby confirm that the information provided above is accurate and that I agree to and accept the terms and conditions laid out in section G.**

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

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**5:00 PM August 14, 2017**

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