

2023 Grant Application



Education * Healthcare * Human and Economic Development

The American Friends of Jamaica, Inc.

A 501 (c)(3) Corporation Benefiting the People of Jamaica

Dear Prospective Grantee:

The American Friends of Jamaica, Inc. (AFJ) is pleased to announce the launch of its 2022-2023 grant application cycle. The AFJ is now accepting proposals from organizations operating in the fields of Education, Healthcare and human and Economic Development benefiting the people of Jamaica.

The grant application can be downloaded from the AFJ website www.theafj.org.

Complete application materials must be submitted not later than **FRIDAY, FEBRUARY 3, 2023**. Incomplete and late applications will not be considered. Grant decisions will be made and communicated to applicants by the AFJ before the end of April 2023. Please note that applications are reviewed once per year.

To be eligible, organizations must exhibit the following:

1. The grantee should have a Board of Directors, governing body or independent entity to which the project administrator is responsible. The governing body or sponsor should hold regular meetings with the project administrator, as well as keep minutes of deliberations and decisions.
2. The grantee should be registered under the Charities Act 2013 or be a school, a university or provide documentation supporting eligibility that will be considered by the AFJ Grants Committee. 3. The project should have at least one person with operational responsibility for implementation of the project and administration of funds.
4. The grantee should have a separate trust account for grant funds. Funds held for charitable purposes should be kept separately from funds held by the grantee for its administrative purposes. 5. The grantee should maintain clear and accurate financial records for its own operations that will provide AFJ with an understanding of the organization's administrative expenses
6. The grantee should be able to keep separate accounts for the project, showing all income and expenditure. These should be kept up-to-date, and AFJ will have the right to request and review at any time between initial disbursement of grant funds, and the final report.
7. The grantee should be able to produce comprehensive reports on the project. For past AFJ grantees, no additional funds will be granted if a final report has not been submitted in a timely manner.

Please complete the 2023-2024 Grant Application online or download the application and return, together with supplemental materials to Caron Chung, AFJ Executive Director via email: grants@theafj.org.

Applications may also be returned to our office via mail, at 1697 Broadway, Suite 501, NY, NY 10019 USA.

Thank you for your interest in the American Friends of Jamaica. We appreciate the work you do to benefit Jamaicans and wish you every success during the coming year.

Regards,

Wendy Hart & Caron S. Chung
President Executive Director

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AFJ Grant

Application Form

Supporting Jamaican charities in Education, Healthcare, Human and Economic Development.

OFFICE USE ONLY Grant Year: 2023-2024

Grant Decision: Approved

Check No.: _____ Delivered

Application Received: Complete _____

Terms of Grant Received:

Grantee Report: Interim _____ Final _____

1. SECTOR

Education Healthcare Economic Development

2. GRANTEE ORGANIZATION AND CONTACT INFORMATION

2a. Organization Name:

2b. Contact Name and Title:

2c. Legal/administrative structure:

(What is your legal status, state when incorporated, how long in existence, how is the organization governed, number of full-time staff, what measures do you have for keeping grant funds separate from your operating funds)

2d. Mailing Address:

2e. Office Phone: ()

2f. Mobile Phone: ()

2g. Fax: ()

2h. Email:

2i. Name of Person Responsible for project implementation and administration of funds:

3. MISSION OF ORGANIZATION (1-3 sentences)

4. GRANT REQUEST

4a. Amount Requested: *(state whether JA or US Dollars)* \$

4b. Project Start Date: 4c. Project End Date:

4d. List dates of prior application for an AFJ Grant? 4e. List AFJ grant awarded *(year and \$ amount)*?

5. PROJECT SUMMARY

5a. Title of Project:

5b. Project Summary *(3-5 sentences describing purpose of grant, program, and expected outcomes)*

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5c. Where will project activities take place?

5d. If you are seeking partial funding from AFJ for a larger project, which will involve funding from other donors, please state whether you have the other funds in place, and whether/how the project will go ahead if other donations are not forthcoming.

6. PROJECT DETAIL

6a. Describe the need to be addressed by the project. Is there a specific problem which will be addressed, if so, describe the problem, how many people are affected by it, how adverse or critical is the problem to the wider society?

6b. Describe the objectives and activities of the project.

6c. Describe your institutional or other capacity to carry out the objectives above. Who will implement and monitor the project, and how?

6d. Who would benefit from the services and activities provided under this grant? How many people, what ages, where, what demographic, etc.

6e. Do you have any plan to continue the funded activities past the term of the grant? If so, please describe.

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6f. Do you have specific measurable goals for the project? How will the benefits of this project be measured in relation to activities, achievement and objectives and possible partnerships? How will you know if the project has been successful? Do you plan to assess the project's success? If so, how?

6g. What synergies might be realized, e.g., could the project be replicated elsewhere, be repeated the following year, or serve as a model for others? Is there any training aspect of the project?

7. PROJECT BUDGET *(attach a separate sheet if necessary)*

7a. EXPENSE CATEGORY	Amount in Ja\$		7b. REVENUE CATEGORY	Amount in Ja\$
Other Expenses			Other Revenue	
TOTAL			TOTAL	

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8. ORGANIZATION BOARD OF DIRECTORS / GOVERNING BODY		
8a. Name	8b. Position / Title	8c. Contact Information (Phone or Email)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

9. ADDITIONAL MATERIALS – ATTACHMENTS
9a. Please provide a copy of your organization's last two (2) years financial statements
<u>9b. Please attach pictures of the recipients of the grant, if available. (optional)</u>

10. SIGNATURE OF GRANT APPLICANT
10a. Name:
10b. Title:
10c. Signature:
10d. Date:

Please complete the following grant application and return to Ms. Caron Chung, AFJ Executive director via email : grants@theafi.org . Applications may also be returned to our office via mail at 1697 Broadway, Suite 501, NY, NY 10019