



Women's Resource and Outreach Centre Limited

47 Beechwood Avenue, Kingston 5, Jamaica W.I. Telephone 929-8873

e-mail : wrocjamaica@gmail.com; website : www.wrocjamaica.com

Small Business Grant Application Form

The “*Women's Empowerment Program through the Development of Community Health Programs & Economic Sustainability*” project is being implemented by the Women's Resource and Outreach Centre (WROC) in partnership with the Women's Empowerment Group. This project is funded by the Inter-American Foundation (IAF). From the total project funding, an amount is set aside for a grant of 500USD each for 20 women owned businesses within the Trench Town/Lyndhurst Greenwich area to sustain and develop their livelihood.

Eligibility

- Must live in the Trench Town/Lyndhurst Greenwich area.
- Must be 18 years or over
- Must be able to meet the 20% or more counterpart (your contribution) in cash or in-kind
- Willingness to undertake training associated with the grant for personal and business development
- A business plan is needed (WROC will assist where possible)

Business Information

Business Name: _____

Contact Person: _____ Phone: _____

Is the business registered? (**For existing business only**) YES ___ NO ___

Physical Address: _____

Lease or Own _____ Home or Commercial Based _____

Mailing address: _____

Website: _____ Email: _____



Women's Resource and Outreach Centre Limited

47 Beechwood Avenue, Kingston 5, Jamaica W.I. Telephone 929-8873

e-mail : wrocjamaica@gmail.com; website : www.wrocjamaica.com

1. Please explain here what type of business you are doing or type of business you want to do and who your major target customers :

2. What is your current income? (Please state whether it is weekly/fortnightly/monthly)

Please list your source of income. _____

3. Please provide information as to how the grant funding will be utilized in your business:

4. How will this grant increase your income generation?

5. Describe how your business or your income has been affected by the impact of COVID-19 (For existing business only)

_____ (Attach additional sheets if necessary)

6. How will you sustain this business?



Women's Resource and Outreach Centre Limited

47 Beechwood Avenue, Kingston 5, Jamaica W.I. Telephone 929-8873

e-mail : wrocjamaica@gmail.com; website : www.wrocjamaica.com

7. Are you able to meet the 20% counterpart in cash or in-kind for this grant? _____

8. Use the table below to demonstrate total project cost

#	Item/Description	Goods/services	Price	Total
	Grand Total			

9. Please fill out the table below to demonstrate the 20% or more your counterpart

#	Item/Description	Cash or In-kind	Price	Total
	Grant Total			

10. Please show goods and/or services the grant fund will use for:

Item	Potential supplier (s)	Cost



Women's Resource and Outreach Centre Limited

47 Beechwood Avenue, Kingston 5, Jamaica W.I. Telephone 929-8873

e-mail : wrocjamaica@gmail.com; website : www.wrocjamaica.com

<u>Total</u>		

Examples of Acceptable Uses of Funds:

Per the grant program guidelines, approvable expenses are those that are directly related to the business operations. Examples include:

- Purchase of business tools, equipment (eg. stove, hairdryer, hi-powered blender, cash register, point of sale machine etc.)
- Property improvements or renovations of a commercial location to accommodate outdoor dining, recreation, etc.
- Software/Hardware expenses to accommodate delivery, online payments, online reservations, etc.
- Signage, advertising, marketing expenses, etc. to promote that your business is open and operating.
- Materials
- Other business related services and supplies (stock items, business registration etc)

(Priority consideration will be given to applicants where 80% to 100% of grant fund requested is for sustainable activities such as the purchase of fixed assets eg. equipment/machinery.)

Document checklist

Please select the documents that are attached to this application.



Women's Resource and Outreach Centre Limited

47 Beechwood Avenue, Kingston 5, Jamaica W.I. Telephone 929-8873

e-mail : wrocjamaica@gmail.com; website : www.wrocjamaica.com

Documents	Enclosed
Business plan (assistance will be provided by WROC where necessary)	
Copy of Identification Card	
Pro forma invoices from suppliers for equipment and supplies	
Reference letter (JP/School Principals/Minister of Religion etc.)	
<u>Other:</u>	

Declaration

1. I have read and understood the terms and conditions of this grant.
2. I undertake to advise the Centre of any changes to the details contained in this application.
3. I undertake to participate in any training session that is recommended prior to disbursement of the grant
4. I undertake to participate in the training that associate with this grant
5. I undertake to provide relevant third party suppliers' invoices, contracts and banking information as requested.
6. I declare that all the information I have supplied in this form is correct and I am aware that any false declarations may invalidate my application.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Please return this form and all supporting documents to the Women's Resource and Outreach Centre Ltd.



Women's Resource and Outreach Centre Limited

47 Beechwood Avenue, Kingston 5, Jamaica W.I. Telephone 929-8873

e-mail : wrocjamaica@gmail.com; website : www.wrocjamaica.com

If you require further assistance, please contact the Centre's hotline at 876-929-8873 between 9 am and 5 pm.

Your information will be processed in accordance with the law and will only be used for the Centre's purposes unless we are required by law to do otherwise.