

Charitable Activities Report 2025



The Board of Directors of the Negril Trust Fund decided that the most transparent way to support activities throughout the Negril Community would be to set up a small grants scheme where local groups and organisations could submit their project ideas and receive funding for their initiatives. The scheme was launched on 1st July 2025 and applications are currently being awaited.

The following is a copy of the notes of guidance and eligibility criteria along with an application form to be submitted before the 31st August. Applications will be considered and disbursement of funds approved will be carried out in November. Attached is a promotional flyer.

Negril Chamber of Commerce-Negril Trust Fund

West End Road, Negril P.O. Box 3055, Westmoreland, Jamaica |
Email: info@negrilchamber.org | Tel.: 876-815-3472

SMALL GRANTS FUND-NOTES OF GUIDANCE

The following are guidelines to the preparation of the Application Form for project financing from the Negril Chamber of Commerce through its Trust Fund (NTF). This is the basic information requirement and the NCC reserves the right to request other information or documentation and to undertake further investigation to assist the appraisal process. Additional documentation should be included where this would provide further explanations of the proposed project. Please read this guidance thoroughly before applying to the Negril Chamber of Commerce Small Grants Fund, using the application form provided on our website.

Land Tenure

Where the NCC is expected to assist to do things that involve the land or buildings (e.g. landscaping, construction etc.), it must be informed of the property ownership or lease arrangements. This tenure information is required whether the location is temporary or permanent. Please attach copies of land titles or lease agreements and Tenure. Failure to indicate tenure will result in rejection of this application.

Overview of application process

1. The NCC Small Grants Fund is now open. Organisations and groups who are constituted and have their own bank account are eligible to apply.
2. Applications may still be accepted from un-constituted groups and/or groups without their own bank account. If this applies to you - please email our grant team at info@negrilchamber.org with your group's name, email address and telephone number and someone will contact you to discuss the options with you.
3. To apply, organisations / groups must fully complete and return the official application form and submit along with the required supporting documents. This includes a signed copy of your constitution or official governance document (with two signatures) and a copy of your bank statement.
4. It is important to answer all sections of the application form, as officers will use your answers to assess your application and to allocate a score.
5. Your score will be used to determine if your application is successful and will be used to decide the level of funding to be awarded.

6. Even if your application is successful, it is important to know that the grant award may be lower than what was requested. Lower scoring applications and the volume of applications may mean award levels need to be reduced.
7. Applications for small grants will be accepted from 1st July – 31st August and will be vetted September/October and funds will be disbursed in November.
8. All applications and supporting documents should be emailed to: info@negrilchamber.org
9. On receipt of your application, you will receive an acknowledgement email from us.
10. Applications will be logged and issued to officers for assessment.

NCC Small Grants Scheme – Guidance Notes

Please read these guidelines before completing the application form.

What is the purpose of this grant scheme?

This grant scheme exists to provide small amounts of funding, within a short timescale, to promote projects or activities which bring community benefit.

Who can apply?

To apply you must be a voluntary organisation or community group operating in NEGRIL or its environs and run democratically. This means that your organisation or group must be governed by people who are elected or appointed by the members of your organisation and that membership is open to appropriate sections of the community (e.g. all senior citizens within the area).

Individuals, profit distributing organisations, private clubs (i.e. clubs without open memberships), political parties and Trade Unions and directors of the NCC may not apply. Religious organisations may apply if the focus of the project is open to all sections of the community and it doesn't involve the promotion of a particular faith or religious viewpoint.

What can be funded?

Grants may be used for various purposes including equipment, accommodation/let charges, social events, running costs, trips and outings, programme costs, improvements / building repairs and beautification. However, organisations must take into consideration and ensure that any proposed activity can be delivered safely in line with any relevant health and safety guidelines.

What can't be funded?

Grants are not made for:

- activities that commenced prior to the application being made.
- items of equipment of a personal nature, or
- repairs or improvements to premises not owned by or leased by the organisation.

How much can be applied for?

The maximum you can apply for is \$100,000 JMD. You can apply in any one financial year for different activities (or for the same activity if 6 months have passed since the last application) but the total funded to any one organisation in any one year must not exceed the maximum limit.

What is the timescale for submitting applications?

NCC Small Grant applications are considered from 1st July-31st August throughout the year, please see email for details, you should apply in plenty of time for your application to be processed.

What is the Application Process?

Complete an application form. All additional information should be sent with your application in an electronic format such as a scan or photo. Your application form and additional information should be sent to info@negrilchamber.org.

Please make sure that:

- The form is fully completed and signed by two members involved in running the organisation.
- You attach your constitution, which must be signed and dated by a minimum of 2 members of either the Management Committee or Board, a recent bank statement, a copy of your most recent annual financial statement which must be signed and dated by the appropriate persons.

Where can I get help with the form?

If you would like any help or advice in completing the application form, please contact the secretary/office manager at info@negrilchamber.org

What happens next?

On receipt of the application an email will be sent confirming that it has been received, allocating the application with a reference number and detailing any additional or missing information required. The email will also indicate the date on which your application will be considered. Grant payments will be paid directly into your organisation's bank account.

NCC Small Grants Scheme – Conditions of Grant

If your organisation is awarded a grant you will be expected to comply with the undernoted conditions of grant.

Your signature on the application form confirms that you agree to abide by these conditions:

- The grant award may only be used for the purpose (or purposes) originally applied for.
- In the case of repairs/improvements to premises, (a) your organisation should own or lease property (at least five years), and (b) comply with any relevant legislation.
- The funding contribution received from the Chamber is acknowledged in any publicity material.
- All purchases and/or services paid through the grant award must be backed up with receipts. You may be asked to submit these receipts as proof of expenditure and so should retain these for at least 2 years and all financial records relating to the grant award and its subsequent expenditure should be made available for inspection by NCC Officers if requested.
- Undertake to keep any equipment purchased (a) secure (b) properly maintained and (c) not disposed of without prior permission from the NCC.
- Any monitoring reports that have been requested should be completed promptly. Any failure to comply with monitoring requirements will mean that future grant applications cannot be accepted and late monitoring of returns will delay processing of applications.
- Supporting information should be submitted promptly to avoid the risk of the funding offer being withdrawn.
- Any remaining grant funds, equipment, or facilities purchased through the scheme must be returned to the NCC if the organisation is disbanded.

Decision notices will be issued as soon as the process has been completed.

NCC Small Grant Application Form

Before completing the form, read the guidance notes attached and read through the questions – additional guidance is attached to each question as appropriate.

Section 1 - Details of your organisation.

What we need to know	Your response
Name of organisation. The name of the organisation should be the same as in your constitution.	
Specific address of your organisation. The address where your organisation meets.	
Email address of your organisation.	
Contact telephone number.	

About your organisation

What we need to know	Your response
Is your organisation a recognised charity?	Please answer yes or no.
Do you have a written policy in place covering the governance of your organisation?	Please answer yes or no.
What is the total membership of your group or organisation?	
How long has your organisation been running?	

Premises

If you are applying for costs associated with building or repair costs please answer the following two questions.

Does your organisation own its own premises?	
Does your organisation lease its premises?	
If you have answered yes to the question above how long does your existing lease run for?	

Section 2 – Contact Details for your organisation

Please detail two responsible persons who are recognised as representatives of your organisation, of which one must be a Management Committee or Board Member. These representatives will be approached in relation to the assessment of the application and will be expected to talk about your application in detail, if required.

Details of main contact or signatory	Your response
Title For example, Mr., Mrs., Ms.	
Full name	
Position in organisation	
Address	
Parish	
Email address <i>(Please note the correspondence will be via email)</i>	
Contact Number	
Details of second contact or signatory	Your response
Title For example, Mr., Mrs., Ms.	
Full name	
Position in organisation	
Address	
Parish	
Email address. Please note the correspondence will be via email.	
Contact Number	

The NCC is responsible for ensuring public funds are properly managed and used, and that organisations receiving funds have good systems in place for this purpose. You need to provide us with details of those people who will have management responsibility for your organisation i.e. the management committee or board. Please also identify which position is held by each office bearer e.g. chairperson, treasurer, secretary etc.

Names of any office bearers not detailed above	Position held
Name:	Position:
Name:	Position:
Name:	Position:

Name:	Position:
Name:	Position:
Names of other committee or board members	
Name:	
Name:	
Name:	
Name:	
Name:	

Section 3 – Financial breakdown of your request

Describe below what you want the grant for and what it will enable you to do.

If the funding is requested for specific purposes, please provide details below.

Please indicate the main beneficiaries your activities target. Put a cross (x) against those that are applicable.

- Children and families ☐
- Young people ☐
- Women and girls only ☐
- Men and boys only ☐
- Adults ☐
- Young Carers ☐
- People 50 years of age and over ☐
- Other beneficiaries not already mentioned ☐

Please give extra details if any of your beneficiaries fall into these categories:

Beneficiaries	Details
Disabled people	If it is a specific disability that is targeted, please say which here.
Other beneficiaries not already mentioned	Please say which here.

What is the total cost of running this activity? *(Please write the total cost in \$JMD)*

Please give a breakdown below of grant money requested and total applying for.

What you are applying for.	The amount you are applying for. (please write total cost in JMD)
Total applied for.	\$

Section 4 – Signatories

4.1 Privacy Statement (*Data Protection*)

How your information will be used?

The data you supply to us is held and processed under the terms of the Data Protection Act 2018. The information provided on this form, including personal details, is only used in the processing of your grant application. Your

information will not be used for any other purpose and will only be shared with other organisations in the circumstances detailed below. It is not used for profiling or for automated decisions.

Your signature on this form is treated as confirmation that you understand how the NCC may use the information you have supplied to us under the terms of the Data Protection Act 2018.

4.2 Signature

The application must be signed by the two recognized representatives of the organisation that are listed in section two of this form.

On behalf of _____ (please enter the name of the organisation) we confirm that the information contained in this application and any accompanying attachments is accurate and that we agree to comply with the conditions of grant as described in the guidance notes.

Main signature (as per section 2) _____

Print name _____

Position in organisation _____

Date _____

Second signature (as per Section 2) _____

Print name _____

Position in organisation _____

Date _____

Supporting Information

Please attach (or forward) the following information in support of your application: - Please cross (x)

Documents required	Please indicate if you have attached the document, if you have already sent us a copy or whether it is to follow.
A copy of your Constitution, By Laws or Memorandum and Articles of Association signed and dated by a minimum of 2 members of either the Management Committee or the Board if we don't already have it or if you have recently altered it.	Attached <input type="checkbox"/> Already supplied <input type="checkbox"/> To follow <input type="checkbox"/>
A copy of your most recent Bank Statement showing the bank name, account name, account number and branch code.	Attached <input type="checkbox"/> Already supplied <input type="checkbox"/> To follow <input type="checkbox"/>
A copy of your most recent Annual Accounts signed and dated by the appropriate persons or a note of your income and expenditure covering the last twelve months of your operation.	Attached <input type="checkbox"/> Already supplied <input type="checkbox"/> To follow <input type="checkbox"/>