

Community Priority Project (CPP) Grant Information Sheet

I. WHAT IS THE COMMUNITY PRIORITY PROJECT (CPP) GRANT

The Community Priority Project (CPP) Grant is a source of funding to be used for the implementation of projects/initiatives/EATs emerging from the community's Community Priority Plan (CPP); and is available to all Active Community Development Committees (CDCs) that meet the established criteria (see section V).

II. EMPHASIS

The overarching emphasis will be to realize change in communities, evidenced by the level of support extended (i.e. "volunteerism") to local initiatives/EATs emerging from the community planning dialogue and (qualitative) research; the utilization of skills (acquired) that are used to improve lives and an improvement towards sustainable development within the projects' targeted area.

III. (GENERAL) OBJECTIVES

- Strengthen the participatory governance framework at the CDC level by way of implementing and managing Environmental, Infrastructural, Educational/Skills Training and Social projects.
- Support change in the Environmental, Infrastructural, Educational/Skills Training and Social situation of the pertinent community.
- Support best practices in the area of community development through priority planning.
- Initiate or improve relationship with funders/sponsors (some of whom may serve as matching-funds partners to CDC).
- Enable sustainability of initiatives/EATs through community participation in the priority planning and project implementation process.

IV. RATIONALE

Groups accessing funds oftentimes meet with barriers that relate to their lack of experience in implementing projects/programmes. The Community Priority Project Grant will allow the CDC not only to garner experience in administering funds, but also to bolster its list of activities concerned with community development. To this end, the Grant has been established to provide financial support to CDCs that are eligible.

Additionally, the CDCs would join the other nongovernment organizations and grassroots groups working on equitable and sustainable development. These organizations have grown in scope and number worldwide in the wake of governments not being able to overcome problems of environmental degradation, inequity and other social issues. They continue to support traditionally marginalized communities in their efforts to improve the economy, social, ecological and other conditions under which people live (Miller, 1994).

V. CRITERIA FOR APPLICATION ELIGIBILITY

1. The CDC **MUST** meet the SDC eligibility criteria, with the community being on SDC's Community Listing.
2. All proposed projects **MUST** emanate from a Priority Plan (completed from fiscal period 2012/2013 to present).

VI. AVAILABLE FUNDS

- Each eligible CDC (each community) will be able to receive \$150,000 (per Annual Call for Proposals) to assist with its community developmental activities.
- Besides monthly reporting on each project by Community Development Officer, submission of an Evaluation Report (regarding activities, impacts, monetary and other resources) is mandatory after project implementation & completion.

VII. HOW TO ACCESS FUNDING

1. SDC will issue a Call for Proposals (applications) on an annual basis.
2. Groups that have previously received SDC grants must have submitted their report and supporting documents in order to be eligible for a new call.
3. CDCs that apply will be screened against the established eligibility criteria.
4. Successful CDCs will be notified in writing and cheques prepared/placed in bank account.

VIII. Project Appraisal: The main particulars of project appraisal (besides eligibility of applicant) will be-

- Project relevance
- Sustainability
- People participation
- Potential impact
- Efficiency of the implementation plan

IX. Project Monitoring & Reporting: The CDC shall assign a person responsible for managing the project. External monitoring is to be done by the CDO. Main items for monitoring (at least on a fortnightly basis) include timely implementation of project, appropriate use of project resources, proper collection and storage of project information and community participation in project activities. Submission of written reports will include particulars on:

- **Results monitoring**—tracks the effects and impacts.
- **Process (activity) monitoring**—tracks the use of inputs and resources, the progress of activities and the delivery of outputs.
- **Compliance monitoring**—ensures compliance with funder regulations and expected results, grant and approved proposal requirements, governmental regulations and laws, and ethical standards.
- **Beneficiary monitoring (especially on final report)**—tracks beneficiary perceptions of a project/programme. It includes beneficiary satisfaction or complaints with the project/programme, including their participation, access to resources and their overall experience of change as it unfolds. It should take account of different population groups (e.g. adults and youth), as well as the perceptions of indirect beneficiaries (e.g. community members not directly receiving a good or service).
- **Financial monitoring**—accounts for costs by input and activity within predefined categories of expenditure.
- **Context (situation) monitoring**—tracks the setting in which the project/programme operates, especially as it affects identified risks and assumptions, and also any unexpected considerations that may arise. It includes the field as well as the larger political, institutional, funding and policy context that affect the project/programme.

At the time of project proposal submission and approval; during approximately 4 months of project implementation and at completion, the CDO would provide monthly and quarterly project progress reports (in Summary Table 7—Project Tracking Matrix in SDC standard/regular reporting templates).

During the project implementation phase, the report (in project description of Table 7) should capture aspects of project monitoring. These facets of monitoring (detailed above) include: results, process (activities), compliance, beneficiaries, financial, and any situational context that may affect the project. Further to this, a post-implementation evaluation form is provided for completion before close-out of project.

X. Post-Implementation Evaluation Report: This evaluation will be conducted to—

- Measure progress and effectiveness
- Look at costs and efficient use of resources
- Find out if it is necessary to change the way things are being/were done
- Unearth what has happened in order to make plans for the future

XI. Public Relations: SDC has the right to visit the projects supported through the Community Priority Project Grant, and speak publicly with regards to them (the projects); and use these projects as a part of any public relation material for the SDC both in the present and future.

{Sections Adapted from the Government of Jamaica Administrative Grant for Community Development Committees and the Standard Operation Procedures (SOP) Manual for the Priority Planning & Project Development Programme (PP & PDP)}

Reference

Miller, V. (1994). NGOs and grassroots policy influence: What is success? *IDR Reports*, 11(5), 2-24.