



Government of Jamaica Administrative Grant for Community Development Committees Information Sheet

I. WHAT IS THE GOVERNMENT OF JAMAICA ADMINISTRATIVE GRANT

The Government of Jamaica Administrative Grant is a dedicated source of funding available to all Community Development Committees (CDCs) to be used for administrative support once they meet the established criteria.

II. OBJECTIVES

- Improve administrative systems of functional groups
- Strengthen the participatory governance framework
- Bolster capacity of CDCs to implement social and economic projects within community
- Improve relationship with central and local government

III. RATIONALE:

CDCs currently experience difficulties to finance costs sustained for administrative duties such as maintaining a secretariat, covering utilities, purchasing stationery and office equipment. The ability of CDCs to access grant funding or pursue economic and social projects are oftentimes dependent on their level of organisation and administrative competencies. Given the aforementioned realities the administrative grant has been established to provide financial support on a quarterly basis to CDCs that are eligible.

ELIGIBILITY CRITERIA

Any CDC can **apply** if the:

- a. The CDC is listed on the SDC Community Listings Database
- b. The CDC has a constitution
- c. The CDC has been in existence for more than 1 year
- d. The CDC is active and functional
- e. The CDC owns a bank account
- f. The CDC must be able to present to the Commission the Minutes of **the last meeting** held

AVAILABLE FUNDS

- Each eligible CDC will receive \$15,000 quarterly

HOW TO ACCESS FUNDING

1. SDC will issue a call for applications (standard application form to be used)
2. CDCs collect application forms from respective Parish Offices, complete and return forms with required documents to the Parish Offices
3. Groups that received grants before **MUST** submit their grant reports with supporting documents in order to become eligible to apply for new call.
4. All applications will be screened against the established eligibility criteria.
5. Successful CDCs will be notified in writing and cheques prepared.