



## Government of Jamaica Parish Development Committee Administrative Grant Information Sheet

### I. WHAT IS THE GOVERNMENT OF JAMAICA PDC ADMINISTRATIVE GRANT?

The Government of Jamaica PDC Administrative Grant is a dedicated source of funding available to all Parish Development Committees (PDCs) and the Portmore Advisory Committee (PAC), to be used for administrative support once they meet the established criteria.

### II. OBJECTIVES

- Improve administrative systems and functions of PDCs and the PAC.
- Strengthen the Participatory Governance Framework
- Improve the relationship with Municipal Corporations and other stakeholders

### III. RATIONALE

PDCs and the PAC currently experience difficulties to finance costs incurred for administrative duties such as maintaining a secretariat, covering utilities, purchasing stationery/office equipment and hosting General Membership Meetings. The ability of PDCs and the PAC 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 PDC Administrative Grant has been established to provide financial support on a quarterly basis to PDCs and the PAC.

### ELIGIBILITY CRITERIA

Any PDC and the PAC can **apply** if:

- An Executive is in place
- The AGM is hosted as per the Constitution
- A bank account is in place
- A Constitution is in place and its principles observed.
- Sound administrative records are kept
- A strategic plan with a budget is in place
- Quarterly reports are completed and submitted in a timely manner
- An efficient administrative mechanism (Secretariat) is in place
- There is representation at Local Authority's General Meetings

### AVAILABLE FUNDS

- Each eligible PDC and the PAC can receive \$250,000 quarterly



## **HOW TO ACCESS FUNDING**

1. SDC will issue a call for applications at the beginning of each quarter.
2. PDCs/PAC that apply will be screened against the established eligibility criteria.
3. Successful PDCs/PAC will be notified in writing and cheques prepared.
4. A PDC / PAC that has received grants must submit their reports and supporting documents by the second Friday of the first month of the following quarter in order to be eligible for other tranches.

### **POSSIBLE USES OF THE PDC ADMINISTRATIVE GRANT**

1. Stationery (books, pencils, paper, pen, printing paper, ink, envelopes etc.)
2. Communication (phone cards, PDC phone, etc.)
3. Travelling (must be in relation to PDC's/PAC's Business)
4. Support to the meeting venue (rental, etc.)
5. Stipend (PDC/PAC secretariat)
6. Utilities (light, water, internet, etc.)
7. Support to the comfort of a meeting space (chairs, fans, windows, weed whacker etc.)
8. Small office equipment (printer, fax machine, filing cabinet etc.)
9. Engagement meetings with the aim of improving relations with the Municipal Corporation and local stakeholders
10. Host parish consultations and other parish events.
11. PDC/PAC Branding
  - a. Stamps, seal, shirts, banner, brochures etc.
12. Support for registration status

**Refreshment only for Annual General Meetings or a maximum of 10% of total grant money to any other meetings.**

**Please update and submit Leadership Capture form where there are changes in leadership.**