



GOVERNANCE CAPACITY GRANT GUIDELINES

PLEASE READ THE FOLLOWING FUNDING GUIDELINES BEFORE PROCEEDING TO COMPLETE THE APPLICATION FORM.

INTRODUCTION

The Social Development Commission (SDC) is the principal community development agency working with Jamaica's 775 communities. Positioned in the Ministry of Local Government and Community Development (MLG&CD); a core function of the Social Development Commission is to facilitate the creation of an environment necessary for citizens to participate in planning and decision making for actions that improve their communities and quality of life.

Critical to the improvement of the quality of life of people in communities is a strong local governance mechanism, which is the impetus for change and advancement. As such, the Social Development Commission has established a Governance Capacity Grant (**GCG**) from which governance structures can access funds to improve their sustainability and viability.

The Fund will be operated by a **GCG** Selection Committee to support capacity strengthening initiatives of the 571 Community Development Committees (CDCs), 68 Development Area Committees (DACs)¹, 13 Parish Development Committees (PDCs) and 1 Portmore Advisory Council from the Municipality of Portmore.

¹ Figure as at March 2018

THE OBJECTIVES OF THE FUND ARE TO:

- a. Strengthen and improve viability and sustainability of local governance structures (CDCs, DACs, PCAC and PDCs) to make more effective and meaningful contribution to parish and national development.
- b. Strengthen the partnerships and organizational networks amongst the various levels of the participatory governance framework.
- c. Improve partnerships at the local level among the local authority, central government and citizenry.

APPLICANT BODIES

- a. Community Development Committees
- b. Development Area Committees
- c. Portmore Advisory Council
- d. Parish Development Committees

CRITERIA FOR APPLICATION ELIGIBILITY

Any of the governance structures mentioned above can apply if the:

- a. Structure was **assessed** and has **met** the assessment criteria as established by the Social Development Commission within the last two years
- b. Structure has been in existence for more than 1 year
- c. Structure is active²
- d. The structure is listed on the SDC Community Listings Database

INELIGIBILITY

- a. Individuals
- b. Organizations whose sole activities are income- generating focused
- c. Political organizations
- d. Level One (1) Governance Structures, which are Community Based Organizations (CBOs).

² Active – governance group should have met at least once every three months over the last financial year; or as prescribed by their constitution.

Proposals NOT allowed

The following are types of proposal/project(s) that are not allowed within the mandate of the SDC's Governance Capacity Grant Funding:

1. Individuals seeking assistance for personal use
2. Projects geared towards purchase of equipment
3. Construction of buildings
4. Wealth/income generating projects

THEMES

All applications must relate to one or more of the following main thematic areas:

- a. Organizational Development
 - Groups may be trained in a plethora of areas including Project Management etc **by a certified consultant**. Consultant is to issue certificate of participation. Area selected must not be a module offered by The Social Development Commission.
- b. Promotion of Local Governance Structures
 - Governance structure may plan and implement activities to build awareness of the structures and its activities
- c. Advocacy
 - Governance structures may organise forum/fora around particular issues such as "The Rights of a Citizen", "Crime Symposium"
- d. Improved Partnerships Between Local Governance Structures and the Local Authority
 - Groups may organise workshops between themselves and the Local Authorities to identify common challenges and to develop a joint work plan. Groups can plan and implement an activity to build rapport with their Local Authority Representatives.

CRITERIA FOR GRANT AWARDS

Applicants must be able to meet each of the following criteria:

- Clear objectives must be set for the project as per the recommended themes
- The maximum amount for a grant award at any one time is \$80,000.00
- The project proposal must be supported by executive members signatures indicated by at least two members of executive committee (one of which should be the President)
- The project proposal must bear the signature of the assigned SDC Community Development Officer and Parish Manager.
- Please note, that after completing the activities, the Commission reserves the right to recall the funds if they are not diminished or allocated to an agreed activity.
- The Commission also reserves the right to recall awarded monies if not used within the financial year the call was issued.

CONDITIONS OF GRANT

- Applications must include a community contribution component (10% of the approved grant) which can be in the form of labour, cash or kind.
- The local governance structure must have a bank account to access the funds awarded. Ten percent (10%) of the awarded funds will go directly to the governance structure's account while the remaining ninety percent (90%) will be paid to third parties for services provided upon submission of original invoices and a letter instructing the Commission to make payments.
- Once the grant has been approved, the beneficiary has six (6) months in which to implement activities as stipulated in the project proposal. If it is not executed within the given time frame, the Commission reserves the right to recall and reallocate the sum awarded.
- The local governance structure must complete the proposal document indicating how funds will be spent.
- A project report must be completed and submitted at the end of the project, failure to do so will result in the governance structure being barred from applying to any of the Commission's grant facilities.
- Receipts (or copies) will be required for submission with the project report.
- Please note a local governance structure can only apply once per year if grant is awarded
- If the local governance structure does **not** spend the funds for the purpose intended or within the prescribed time, the following sanctions will apply:
 - Funds are returned to the SDC

- The governance structure will be barred from applying to any other SDC grant facility for a minimum of two years

- The local governance structure has the option to write to the **GCG** Selection Committee to make adjustment(s) to the project concept and timeline if there are unforeseen eventualities. The governance structure must write for another approval within three weeks of identifying the need for an adjustment.
- Project activities must be completed within the time stipulated in the grant application.
- Grant Final Reports are to be submitted within four (4) weeks after project completion.

GRANT APPLICATION

The following information must be included in the package being submitted:

- a. Signed Cover letter
- b. Copy of Assessment Form and Certificate
- c. Constitution or Articles of Association
- d. Minutes of the last three meetings
- e. Completed Application form - please use the Microsoft Word template supplied to complete your grant proposal application. Application forms are available and can be located at the local SDC Parish Offices
- f. Ensure applications are signed by the CDO responsible for your area as well as the Parish Manager

All final reports attached with an expenditure report and copies of invoices should be sent via local SDC Parish Offices to:

**Social Development Commission's,
Governance Capacity Grant Fund Secretariat,
22 Camp Road,
Kingston 4.**

DEADLINES, PROCESS AND RESPONSE TIME

Applications will generally be made within call periods (June and November of the financial year) and will have a minimum four weeks³ processing time.

POST APPLICATION PROCESS

- Upon receiving an application, the document will be reviewed to ensure it is properly completed; thereafter the application will be submitted to the SDC's Grant Screening Committee for appraisal and approval. Applicants will receive written correspondence outlining the decision of the Grant Selection Committee.

POST APPLICATION REQUIREMENT

- Grant recipients are required to submit final reports attached with an expenditure report and copies of invoices.

Grant recipients are required to work with SDC personnel to execute activities.

³ At least two weeks for review and two weeks for processing