



## 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 participatory governance framework
- Bolster capacity of CDCs to implement social and economic projects within community
- Improve relationship with central 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 mentioned realities the administrative grant fund has been established to provide financial support on a quarterly basis to CDCs that are eligible.

### CRITERIA FOR APPLICATION ELIGIBILITY

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 has a bank account
- f. The CDC must be able to present to the Commission the minutes of the last three meetings held
- g. The CDC owns or is affiliated with an economic, social or environmental project in the community

### AVAILABLE FUNDS

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

### HOW TO ACCESS FUNDING

1. SDC will issue a call for applications (standard application form to be used) at the beginning of each quarter.
2. Groups that have received grants before must submit their reports 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.