



## **Government of Jamaica Special Outreach and Support Administrative Grant Parish Development Committee Information Sheet**

### **WHAT IS THE GOVERNMENT OF JAMAICA SPECIAL OUTREACH AND SUPPORT PDC ADMINISTRATIVE GRANT?**

The Special Parish Development Committee (PDC) Outreach & Support Grant is a temporary grant facility established by the Social Development Commission to support community-led preparation, relief and recovery efforts following the impact of Hurricane Melissa. The grant provides financial support to Parish Development Committees (PDCs) in parishes impacted by the hurricane, to implement targeted initiatives that assist citizens and communities affected by the disaster while strengthening civic engagement and volunteerism across Jamaica.

### **OBJECTIVES**

- Increase the involvement of community groups in national disaster preparation, relief and recovery efforts
- Provide structured support to communities affected by Hurricane Melissa.
- Strengthen collaboration between community groups, government agencies and local stakeholders.
- Promote civic pride, volunteerism and community participation.
- Provide targeted financial support for preparation, relief and recovery initiatives.

### **AVAILABLE FUNDING**

- Each eligible Parish Development Committee (PDC) may access up to JMD \$500,000 under this grant facility.

### **ELIGIBILITY CRITERIA**

A Parish Development Committee may apply if it:

- Is listed on the SDC Verified Community Listings Database
- Has a functioning Executive Committee and secretariat
- Has a Constitution in place and observed
- Has an operational bank account
- Conducts its Annual General Meeting (AGM) according to the Constitution
- Maintains financial records and meeting minutes
- Has a strategic plan with budget
- Submits quarterly reports to the SDC
- Maintains representation at Municipal Corporation Meetings



## **SPECIAL PROVISION FOR HURRICANE AFFECTED GROUPS**

Parish Development Committees that lost administrative or governance records due to Hurricane Melissa may apply under provisional eligibility.

These groups will be required to complete the following in 6 months:

- Redevelop governance documents such as constitution and minutes.
- Re-establish executive and general meetings.
- Redevelop financial management systems.
- Attend governance and financial management training.
- Submit updated membership list and strategic plans.

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

Funds may be used to support relief and recovery activities including:

- Hosting **Social Services Fairs** to assist residents with replacing lost documents (Birth Certificates, TRNs, Passports, etc.).
- Minor repairs to community centres (doors, windows, zinc sheets).
- Community clean-up initiatives (purchasing tools, carting away debris, establishing recycling points).
- Procurement of alternative power sources for community facilities (generators, solar lights or equipment).
- Improving connectivity at community centres (e.g., Starlink, modem, internet access).

## **HOW TO ACCESS FUNDS**

**Call period March 11, 2026 – March 20, 2026 at 4:30pm. Only application forms titled: FY25/26, Call 2 will be accepted. Application forms submitted after the deadline will not be accepted**

1. SDC will issue a call for applications (standard application form relevant to Call period to be used).
2. PDCs download forms from SDC's Website -[www.sdc.gov.jm](http://www.sdc.gov.jm) or collect application forms from respective Parish Offices, complete and return forms with required documents to the Parish Offices.
3. All applications will be screened against the established eligibility criteria.
4. Successful PDCs will be notified in writing and cheques prepared.