



## Government of Jamaica Administrative Grant Community Development Committee (CDC) 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 the administrative systems of functional groups
- Strengthen the participatory governance framework
- Bolster the capacity of CDCs to implement social and economic projects within the community
- Improve relationship with central and local government

### III. RATIONALE:

CDCs currently experience difficulties to finance costs incurred for administrative duties such as maintaining a secretariat, covering utilities, purchasing stationery and office equipment. The ability of CDCs to access grants 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 biannual basis to CDCs that are eligible.

### ELIGIBILITY CRITERIA

Any CDC can **apply** if:

- a. The CDC is listed on the SDC's Verified 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 and has access to a bank account
- f. The CDC must be able to present to the Commission the Minutes of the last three meetings per its Constitution signed by the relevant persons



## AVAILABLE FUNDS

- Each eligible CDC will receive \$30,000 biannually

## HOW TO ACCESS FUNDING

1. SDC will issue a call for applications (standard application form relevant to the call period to be used)
2. CDCs download forms from SDC's Website -[www.sdc.gov.jm](http://www.sdc.gov.jm) or collect application forms from the respective Parish Offices.
3. With the support of their field officer complete and return forms with the required documents to the Parish Offices
4. Groups that received grants before **MUST** submit their grant reports with supporting documents in order to become eligible to apply for the new call
5. All applications will be screened against the established eligibility criteria
6. Successful CDCs will be notified in writing and cheques prepared

## POSSIBLE USES OF THE GOJ ADMINISTRATIVE GRANT - CDC

1. Stationery (books, pencils, paper, pen, printing paper, ink, envelopes etc)
2. Communication (phone and phone cards for the CDC)
3. Transportation assistance - maximum of **25% (\$7,500.00)**, must be in relation to CDC's
4. Business)
5. Support to meeting venue (rental, repairs, furniture, fittings etc.)
6. Stipend for CDC secretariat – maximum **25% (\$7,500.00)**
7. Utilities (light, water, internet)
8. Support to the comfort of a meeting space (chairs, fans, windows, weed whacker) -**approved down payment allowed**
9. Office equipment (computer, printer, fax machine) - **approved down payment allowed**
10. CDC Stamp
11. CDC Seal
12. Shirts for CDC Executive
13. CDC Banner
14. Registration of the CDC – maximum **50% (\$15,000)** of cost for registration
15. CDC Brochures
16. Refreshment for annual general meeting, maximum of **20% (\$6,000)** **OR** a maximum of **10% (\$3,000)** for all other meeting