

Government of Jamaica Administrative Grant Parish Development Committee (PDC) 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 grants 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:

- Verified by the SDC's Registry
- An Executive is in place
- A Constitution is in place and its principles observed
- A bank account is in place and accessible
- The AGM is hosted as per the Constitution
- Sound administrative records are kept – financial and Minutes of General and Executive Meetings per Constitution
- 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
- Report submitted for last Grant received including Income and Expenditure Report accompanied by relevant invoices stamped paid and signed by suppliers and or receipts



AVAILABLE FUNDS

- Each eligible PDC and the PAC can receive \$500,000 bi-annually

HOW TO ACCESS FUNDING

1. SDC will issue a call for applications bi-annually
2. PDCs/PAC that apply will be screened against the established eligibility criteria
3. Successful PDCs/PAC will be notified in writing and funds transferred/cheques prepared
4. A PDC/PAC that has received grants must submit reports (including Income & Expenditure Reports, invoices) and supporting documents in order to be eligible for grant from another Call.

POSSIBLE USES OF THE PDC ADMINISTRATIVE GRANT - PDC

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 – not exceeding 15% (**\$75,000.00**)
4. Support to the meeting venue (rental, etc.)
5. Stipend (PDC/PAC secretariat – not exceeding 25-30% (**\$150,000.00**))
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 (computer, 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 - Stamps, seal, shirts, banner, brochures etc.
12. Support for registration status
13. Refreshment for Annual General Meetings not exceeding 20% (**\$100,000.00**) or a maximum of 10% (**\$50,000.00**) of total grant money to all other meetings.

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