



GRANTS OF LOW AMOUNT SCHEME

PROJECTS OF LESS THAN 1,300,000 JMD¹

GUIDELINES FOR COMPLETION OF APPLICATION FORM / PROJECT PROPOSAL

All organizations must read these guidelines before completing the PRP II/JSIF application form.

A. INTRODUCTION

A.1 GENERAL BACKGROUND

The Jamaica Social Investment Fund (JSIF) was established in December 1996 as a component of the Government of Jamaica's strategy to reduce and eradicate poverty. Recognising the limited capacity of existing government institutions to implement small-scale projects at the community level, Cabinet in December 1995, approved the establishment of the JSIF as a key component of the Government's National Poverty Eradication Programme (NPEP). JSIF invests in community-based projects as a means to empowering communities and building social capital. By involving communities fully in prioritising, planning, managing and monitoring their own development projects, JSIF helps to build local capacity to sustain and extend development initiatives. It works in partnership with communities, the private sector, non-governmental organisations (NGOs), and donor agencies, in seeking to channel benefits to the poorest communities across the country.

The Poverty Reduction Programme II (PRP II) is funded by The European Union in partnership with the Government of Jamaica. This project targets volatile and/or vulnerable communities and assists them to identify their infrastructural development needs that seek to alleviate poverty. One of the ways in which the PRP II seeks to achieve its objectives is through a partnership between the JSIF and the SDC.

A.2 ROLE OF THE SDC

The Social Development Commission (SDC), an agency of the Ministry of Youth Culture and Sport, has the mandate for community development. The SDC through its established network (community, parish and national) is expected to function as a service provider and a facilitator and as JSIF's primary conduit to the communities. The SDC is identified as the principal body responsible for community mobilisation. The SDC works with communities to establish local institutions/groups and build local capacity to develop and implement projects beneficial to them. As the mobilising and facilitating link for communities across Jamaica, the SDC is strategically placed to ensure that resources available to poor communities under the PRP II are appropriately

¹ Equivalent (rounded) to EUR 10,000 according to December 2009 exchange rate.

targeted and channelled. Within the PRP II programme, the SDC will work with CBOs in the target communities to develop proposals based on community priority needs which will be submitted to the JSIF for funding consideration

A.3 GRANTS OF LOW AMOUNT (GOLA) SCHEME

Within the context of poverty reduction, with special emphasis on the promotion of safety in volatile communities, a primary consideration is that proposals emerge from well-informed community participation. To achieve effective and well-informed involvement at the local level, the PRP II strategy is one of helping to strengthen Community Based Organizations (CBOs) working closely with the Jamaica Social Investment Fund (JSIF), the Ministry of National Security (MNS), the SDC, CBOs themselves, NGOs and Local Government.

The PRP II is awarding a limited number of Grants of Low Amounts (less than 1,300,000 JMD) to fund projects to develop the capacity of communities working with the SDC on a cost sharing basis. The PRP II will fund up to 90% of eligible activities (up to 1,300,000 JMD) while other partner(s) contribution is expected to be at least 10% which may be in cash or kind.

A.4 ELIGIBILITY OF NON-STATE ACTORS (NSAs)

To be eligible, the NSA must:

- be a Community Based Organization
- be legally registered in Jamaica
- have been in operation for at least one year
- be engaged in providing capacity building and development support services to communities
- be in operation in communities that are beneficiaries of infrastructure projects approved by the PRP II Steering Committee
- demonstrate willingness to work with the SDC in the development and implementation of the project to be funded by the GOLA

A.5 ELIGIBILITY OF ACTIVITIES

Eligible projects include those that allow the CBOs, in collaboration with SDC, to:

- implement institutional strengthening initiatives
- provide training development activities
- deliver activities to implement life coping skills/training
- implement recreational activities aimed at strengthening social capital and community cohesiveness
- implement skills training and employment activities
- implement peace building and dispute resolution activities

A.6 ELIGIBILITY OF APPLICATIONS

- Several applications (from different applicants) can be submitted on behalf of the same community
- Only one application per CBO on behalf of eligible communities will be accepted
- Only one grant of low amount will be awarded per CBO at any one time
- All applications must be accompanied by evidence of legal registration
- All proposed activities must be for a total duration not exceeding six (6) months
- All proposed activities must be implemented between April 05th, 2010 to September 15th, 2010

A.7 GENERAL INSTRUCTIONS

Completion of the Application Form is the only means by which the applicant group can submit details of its proposal for a socio-economic, community organizational strengthening or capacity building project in a target

community of the Poverty Reduction Programme II – Jamaica Social Investment Fund (PRP II/JSIF). It is therefore important that the presentation be **complete, clear and concise** so that the appraisal of the proposal by the Fund might proceed swiftly.

These guidelines provide the group with brief notes about the purpose of each section and help in understanding what sort of information is expected at each question.

The organization must complete the application by using/completing exclusively the provided templates (*WORD* and *EXCEL* formats). The templates can be downloaded at the following website:

www.jsif.org

or may be collected from the JSIF and SDC offices. Hard copies can be provided, it is however advisable to download the files on a USB key.

An information session will be held on **February 19, 2010** between **10:00 a.m. – 2 p.m.** for all interested applicants at the **Jamaica Social Investment Fund, 1c-1f Pawsey Road, Kingston 5**

For easy reference, here are some abbreviations, titles and terms used in these guidelines:

Activities	Tasks that have to be undertaken to deliver the desired results
Alternative Contact	Someone through whom information may be channelled if the authorized representative is unavailable or cannot be reached.
Authorized Representative	Someone authorized by the organization (CBO, NGO, NSA) to act on behalf of the group, usually the group leader/president.
Beneficiaries	The whole population within a community that is affected by the problem. E.g. there may be 100 persons in the community who lack skills. They are the beneficiaries.
CBO	Community Based Organization (see definition below)
EU	European Union
FBO	Faith Base Organization
GOLA	Grants of Low Amount
Indicators	Signs that can indicate whether and when expected results are being achieved.
JMD	Jamaican Dollars
JSIF	Jamaica Social Investment Fund
NGO	Non Government Organization
NSA	Non State Actors
Parish	A local Government Organization in Jamaica
PMU	Programme Management Unit
PRP II	Poverty Reduction Programme II
Purpose	The central objective of the project in terms of direct benefits to the target group
Results	Tangible products or services delivered by the project
SDC	Social Development Commission
Target Group	The persons who will directly benefit from the project. E.g. out of 100 persons without job skills the project may seek to train 25. Those 25 are the target group.

Definition of Community-Based Organization (CBO):

Community-based organizations are normally membership organizations made up of a group of individuals in a self-defined community who have joined together to further common interests. They often consist of people living near one another, in a given urban neighbourhood or rural village. They can also be groups of people united by common interest while not living in the same geographical community. The common interest might be related to production, consumption, the use of common pool resources, or the delivery of services. Examples include women's groups, credit circles, youth clubs, cooperatives and farmer associations, irrigation associations, forest and watershed management groups, artisan groups, fishery associations, and parent associations.

CBOs can be stand-alone groups, or they can be linked into federations of groups at the regional, national, or international level. CBOs can be informal or formal. Informal organizations, such as women's and men's clubs and neighbourhood groups, pursue joint interests and often appear most accessible to the poor. Formal organizations have legal status, formally stated rights and responsibilities, and a legally binding governance structure for recruiting members, selecting leaders, and conducting affairs.

Difference between community-based organizations, non-governmental organizations (NGOs), and elected local governments:

- *CBO is a membership organization aimed at furthering the interests of its own members; CBOs differ from elected local governments in that they are voluntary, and choose their own objectives. CBOs may interface closely with local government, with other levels of government such as local representatives of central ministries, with the private sector, and with NGOs.*
- *NGO has a broader scope of activities that might assist CBOs and pursue commitments that do not directly benefit NGO members*
- *Local governments are mandated to be responsible for revenue collection and for the delivery of a variety of infrastructure and services.*

The completed application (paper copy) must be submitted in a sealed envelope to the JSIF at the following address:

**Poverty Reduction Programme II
JAMAICA SOCIAL INVESTMENT FUND
“Grants of Low Amount”
1C-1F Pawsey Road, Kingston 5**

Your application will be comprised of the following documents bound together. The provided templates are to be used:

1. Summary Sheet
2. Application Form
3. Planning of Activities
4. Budget of the Project
5. Statement of Commitment *and, if applicable (see 1.4 below),*
6. Constitution of the Organization.

Proposals for this scheme will be accepted up to **March 10th, 2010 at 5:00 p.m.** They will be reviewed by a committee and grants will be awarded based on the CBO's eligibility. Funds will be issued to eligible projects on the basis of an evaluation of proposals. In the event that proposals are equal in quality, the basis for selection will be on a “first come, first served” basis.

All projects funded under this facility must be completed by **September 15, 2010**.

For assistance or any questions regarding this request for proposals, please contact by e-mail the following JSIF staff:

Procurement Unit
Jamaica Social Investment Fund
contracting@jsif.org

B. GUIDELINES FOR THE APPLICATION FORM

B.1 SUMMARY SHEET

This page captures some highlights of the application, for quick reference:

Name of Organization	See Application Form section 1.1		
Project Title	See Application Form section 2.1		
Contact	1. Authorized Representative (name, title, address, telephone and e-mail) 2. Alternative Contact (name, title, address, telephone and e-mail)		
Budget (in JMD)	Sources of funding	JMD	Distribution (%)
	PRP II		
	Community beneficiaries		
	Organization/Other		
	Total		100 %

B.2 APPLICATION FORM / PROJECT PROPOSAL

No.	Section	Comments on completion of section
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1. DESCRIPTION OF APPLICANT ORGANIZATION

1.1	Name of Organization	Write the full name of the group making the application. Remember, if a Government Organization is collaborating with a CBO on the project, ONLY the CBO may apply and the applicant will be responsible to the PRP II for the project.		
1.2	Date established	Give the date on which the organization was established. (This date is not necessarily the same as the date of registration).		
1.3	No. of Members	Break down the total membership between males and females.		
		Males	Females	Total
1.4	Does the Organization have a constitution?	Tick "yes" or "no".		
		Yes		> Please attach a copy of the application
		No		
1.5	Registration	Provide details of the type of registration if the organization is registered.		
1.6	Describe the structure of the organization	Describe the structure of the organization in terms of: <ul style="list-style-type: none"> the decision making process (e.g. what decisions can be made by the Board or Executive and what by the general body or Annual General Meeting) the special skills available within the group, e.g. project appraisal, report writing, handicraft training, computer skills 		
1.7	State the objectives of the organization	The objectives of the organization will be stated in its constitution. List them here. If the organization does not have a constitution, then list here its purposes: <ul style="list-style-type: none"> - Why does the organization exist? - What made members come together in the first place? - How does the organization see itself contributing to improving life in the community, the region, the nation? 		
1.8	What community, town, region, municipality does the organization service?	Describe, exactly, where the group operates.		

1.9	Who are normally the main beneficiaries of the activities of the organization?	<p>State who are the people that normally benefit from the activities of the organization.</p> <p><i>For example, the activities of a women’s group normally benefit adult females and the activities of a sports club may normally benefit young people in the community. Such applicants will state here: “Adult females in St. Mary’s (or wherever) or Youths, both male and female, in Mount Pleasant Village”.</i></p> <p><i>The organizations may now be proposing projects to establish a homework centre for high school beginners or money management for wage earners.</i></p>
1.10	Give details about the Bank account of the organization.	<p>Provide the requested information about the organization’s bank account. This information will be needed if the project is approved.</p> <p>Account No.:</p> <p>Account Type:</p> <p>Account name:</p> <p>Bank name/Branch:</p> <p>Location:</p> <p>Authorized Signatories:</p>

2. PROJECT IDENTIFICATION

2.1	Title of Project	<p>Use a short phrase or sentence that describes the project’s objectives and proposed activities, i.e. reflect what the group will be doing, who is to benefit and how. (e.g., “Empowerment through skills training” or “Assistance with marketing farmers agricultural produce”).</p>																																				
2.2	Location of project within the community	<p>Clearly identify the venue at which the proposed project will be implemented and assets bought will be kept and used.</p> <p>Indicate the facilities available at the selected venue in terms of their relevance to the planned project.</p>																																				
2.3	Describe the problem that the project will address	<p>State what problem(s) the project will address. Be careful not to mistake symptoms of a problem for the problem itself.</p> <p><i>For example, a high incidence of unemployment might be a symptom that <u>individuals lack job skills</u> and one way to address <u>that problem</u> (lack of job skills) might be through appropriate training.</i></p>																																				
2.4	Beneficiaries of the project	<p>Give a general social and economic description of the entire target group (e.g. rural / urban women, unemployed youth, single parents, unskilled adults, elderly, etc.).</p> <p>Next provide a breakdown (best estimates) of the target group according to age and gender:</p> <table border="1" data-bbox="584 1409 1453 1751"> <thead> <tr> <th data-bbox="584 1409 802 1451">Age groups</th> <th data-bbox="802 1409 1019 1451">Males</th> <th data-bbox="1019 1409 1237 1451">Females</th> <th data-bbox="1237 1409 1453 1451">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="584 1451 802 1493">0 – 10</td> <td data-bbox="802 1451 1019 1493"></td> <td data-bbox="1019 1451 1237 1493"></td> <td data-bbox="1237 1451 1453 1493"></td> </tr> <tr> <td data-bbox="584 1493 802 1535">10 – 18</td> <td data-bbox="802 1493 1019 1535"></td> <td data-bbox="1019 1493 1237 1535"></td> <td data-bbox="1237 1493 1453 1535"></td> </tr> <tr> <td data-bbox="584 1535 802 1577">18 – 30</td> <td data-bbox="802 1535 1019 1577"></td> <td data-bbox="1019 1535 1237 1577"></td> <td data-bbox="1237 1535 1453 1577"></td> </tr> <tr> <td data-bbox="584 1577 802 1619">30 - 45</td> <td data-bbox="802 1577 1019 1619"></td> <td data-bbox="1019 1577 1237 1619"></td> <td data-bbox="1237 1577 1453 1619"></td> </tr> <tr> <td data-bbox="584 1619 802 1661">45 – 55</td> <td data-bbox="802 1619 1019 1661"></td> <td data-bbox="1019 1619 1237 1661"></td> <td data-bbox="1237 1619 1453 1661"></td> </tr> <tr> <td data-bbox="584 1661 802 1703">55 - 75</td> <td data-bbox="802 1661 1019 1703"></td> <td data-bbox="1019 1661 1237 1703"></td> <td data-bbox="1237 1661 1453 1703"></td> </tr> <tr> <td data-bbox="584 1703 802 1745">> 75</td> <td data-bbox="802 1703 1019 1745"></td> <td data-bbox="1019 1703 1237 1745"></td> <td data-bbox="1237 1703 1453 1745"></td> </tr> <tr> <td data-bbox="584 1745 802 1787">Total</td> <td data-bbox="802 1745 1019 1787"></td> <td data-bbox="1019 1745 1237 1787"></td> <td data-bbox="1237 1745 1453 1787"></td> </tr> </tbody> </table>	Age groups	Males	Females	Total	0 – 10				10 – 18				18 – 30				30 - 45				45 – 55				55 - 75				> 75				Total			
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2.5	How was the target group selected or how will the target group be selected?	<p>Indicate the method(s) used to identify / recruit members of the target group for the project:</p> <ul style="list-style-type: none"> - Did the organization rely on its own knowledge to decide who will be members? - Did it canvass the views of the beneficiaries? 																																				

		- Did the group employ professional guidance? - Were beneficiaries referred by some other agency (RADA, JAS, AIBFA, Parish Council, PTA etc.)?			
2.6	Members of the target group in the project	As with the beneficiaries (see 2.5 above), provide the target group by age and gender.			
		Age groups	Males	Females	Total
		0 – 10			
		10 – 18			
		18 – 30			
		30 - 45			
		45 – 55			
		55 - 75			
		> 75			
		Total			

3. PROJECT DESCRIPTION

3.1	State the PURPOSE of this project	State what the organization hopes to achieve by implementing this project. Be sure that expectations are realistic. <i>For example: providing sustainable employment for ten displaced workers.</i>
3.2	How were the target group and/or the beneficiaries involved in identifying the project?	State the ways in which the organization involved the target group / beneficiaries in determining the proposed project: - Describe how the idea for the project originated - Describe / list the methods used to involve the target group in the identification and design of the project.
3.3	How will the target group / beneficiaries benefit from the project?	The organization must identify and list what benefits the target group / beneficiaries will receive from the planned activities. Some benefits may be direct (such as acquiring a skill, having a source of income). Others may not be so direct (like increased self esteem).
3.4	How will the target group / beneficiaries be involved in implementing the project?	There are many ways in which the group might involve the target group / beneficiaries in the implementation of the project. Their involvement will heighten their sense of “ownership” of the project. E.g. beneficiaries can be given responsibility to encourage and maintain high standards of attendance and punctuality, etc. <ul style="list-style-type: none"> • Describe/list what the target group/beneficiaries will do in the project? • Determine how the organization will ensure that the target group/beneficiaries will do what they are supposed to do in the project? • State what happens if the target group/beneficiaries do not do what they promised? • Indicate who is responsible for checking the above?
3.5	Project Period	Give the proposed start and end dates for the project. Also indicate the period over which the activities will be conducted in days, week or months as appropriate.
3.6	Planned Results and Activities	The RESULTS of a project are the products of undertaken activities. The ACTIVITIES are tasks executed to produce the project’s results. Physical and non-physical MEANS are necessary to undertake the planned activities. The costs of these means will allow you to prepare the BUDGET. In order to prepare the budget of the project, the following steps should

		<p>be successively implemented:</p> <ol style="list-style-type: none"> 1) Clearly state the results to be achieved 2) For each result, clearly identify a series of activities to be undertaken 3) Complete the table (see B.3 PLANNING OF ACTIVITIES below) by: <ul style="list-style-type: none"> • Listing all the activities planned for the project in the sequence in which they will take place from the start to the finish of the project • Identify the time-frame (week / month) when each activity should be carried out • Allocate responsibility for the execution of each of these key activities to a particular person / group. Show that the person/group has the capacity to execute the activity(ies).
3.7	What are the expected results from implementing this project?	<p>Expected Results are the concrete outputs, benefits, improvements and changes, which will lead to the achievement of the project objective(s). They must be expressed in measurable terms. For example, if a skills training project is aimed at raising the employability of beneficiaries, the expected results might be “15 of the 20 trainees becoming able to gain employment as junior tradespersons”</p> <p>Indicators are signs that show whether expected results are being achieved. They allow you to verify that the results have been achieved and the indicators in this example can be “graduation from the programme and performance reports from tutors”. In other words, if 15 trainees graduate with good performance reports from the tutors, the results are achieved.</p>

4. PROJECT BUDGET ISSUES

4.1	Other sources of grant funds	If the group has applied for or received grant funds from other source(s), indicate the source, the type of support sought (e.g. provision of bus transport to training centres), the amount or the value of the grant and the conditions for the grant.
4.2	Project Budget	<p>Base the budget on the activities. The fund will help finance the activities of the project, <u>not the routine operating expenses of the organization.</u></p> <ul style="list-style-type: none"> • List the planned activities (exactly as in Section 3.6) • For each activity, specify the required resources, e.g. tuition, materials, rental, etc. • Indicate the unit in which the item is measured (bought), the number of units to be sourced, the cost per unit and the total cost of the number of units bought. • The above process has to be completed for each activity. In this way the total cost of the project will be determined. The total budget cost will therefore be the cost of all activities necessary for the implementation of the project • It is to be noted that the project budget does not only reflect how the PRP II grant will be utilized but also takes into account money and/or in kind contributions from other sources i.e. Organization contribution, Community contribution whether in cash or kind, other sources of funding.
4.3	Sources of Funding for	The PMU needs this information in order to ensure that double or

	Budget	<p>duplicate funding does not occur.</p> <p>This information will also help the PMU to coordinate with other donors whose funding support may be more appropriate for the proposed project.</p> <p>Identify how much funding for the project will come from each of the listed sources. Group contributions in kind may be in the form of materials, equipment or services. The value of the “in-kind” contribution goes into the budget.</p>
4.4	Disbursement plan	<p>The desired date for the disbursement to begin must be stated. This will facilitate timely approach to the fund for transfers and advance notice to the Fund to facilitate timely response.</p> <p>For budget preparation, the individual items of expenditure (as stated in the detailed budget) and each item cost must be listed.</p>

5. OTHER ISSUES

5.1	Environmental concerns	<p>Indicate if the project deliberately sets out to preserve or enhance the physical and/or social environment or what adverse effects, if any, the planned activities might have on the environment and the steps the group proposes to take to prevent them.</p> <p>The group’s plans for the protection and preservation of the environment will teach the beneficiaries to be environmentally conscious as well.</p>																		
5.2	Monitoring Plan	<p>List the activities in the first column and state what was financed, who will monitor each activity and how the performance of the activity will be measured.</p> <p><i>For example, for a training activity tuition and materials might be financed. Indicate who will monitor the items financed and how the desired usage / application will be measured.</i></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>What was financed</th> <th>Who will monitor</th> <th>How to Measure</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Welding class</td> <td>Tuition</td> <td>President</td> <td>Tutor’s time sheets</td> </tr> <tr> <td>Materials</td> <td>Secretary</td> <td>Inventory control</td> </tr> <tr> <td rowspan="2">Computer literacy</td> <td>Equipment</td> <td>Trustee</td> <td>Invoicing, physical security</td> </tr> <tr> <td>Tuition</td> <td>President</td> <td>Tutor’s time sheets</td> </tr> </tbody> </table>	Activity	What was financed	Who will monitor	How to Measure	Welding class	Tuition	President	Tutor’s time sheets	Materials	Secretary	Inventory control	Computer literacy	Equipment	Trustee	Invoicing, physical security	Tuition	President	Tutor’s time sheets
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	Tuition	President	Tutor’s time sheets																	
5.3	Sustainability	<p>Especially where equipment and/or infrastructure are provided as part of a project, the organization may wish to repeat or continue an activity from the existing project into the future in order to help beneficiaries, the target group and/or the wider community sustain the results of the intervention. For example a basic training programme may be repeated for a new group of beneficiaries while the original class is exposed to more advanced training.</p> <p>Such plans ensure that assets procured for the present project become enduring assets available for the benefit of the community and to provide opportunity for the target group to continue, after the project ends, to alleviate their conditions of poverty and vulnerability.</p> <p>The organization should state what elements of project should still exist beyond the end of the project and how assets financed by the PRP II grant will be employed.</p>																		
5.4	Organizational capacity Building	<p>The group always benefits from the project it implements. It gains experience and learns lessons from it. Determine how the group’s participation in this project helps build their capacity both to implement this project and to design and implement others in the future?</p> <p><i>The following is an example:</i></p>																		

		Element of Project	Implications for capacity-building of CBO implementing the project
		1. Specific training in survey methods by a consultant	CBO will develop expertise and skills, which can both be used in other projects of the CBO. The CBO can provide these skills to other projects and charge for this
		2. Participation with other CBOs in the region in a course in project identification and design	Capacity will be increased to attract donor support for future projects
		3. Designing and implementing a project with support from and the PMU of the PRP II. This applies to all projects)	Experience gained in project cycle management will assist the CBO to develop future projects
5.5	Training	What training or other intervention has the group identified that will help build its capacity to implement this project and to design and implement others in the future.	

B.3 PLANNING OF ACTIVITIES

See the appended template.

B.4 BUDGET OF THE PROJECT

See the appended template.

B.5 STATEMENT OF COMMITMENT

See the appended template.

Target groups benefit best from interventions they also help to design and implement. The statement of commitment is a strong indication that success will attend the proposed project.

Representatives of the group are requested to affirm that:

- the information provided on the application form is accurate
- members of the organization know of and support the project
- there is support for the project target group and the beneficiaries
- they are aware that the provision of deliberately misleading information will nullify the application

Each signatory should insert his/her full name and position in the organization before affixing his/her signature and the date of signing. In cases where the identities of the beneficiaries should be kept confidential (e.g. HIV/AIDS related projects) this statement will not be requested.
