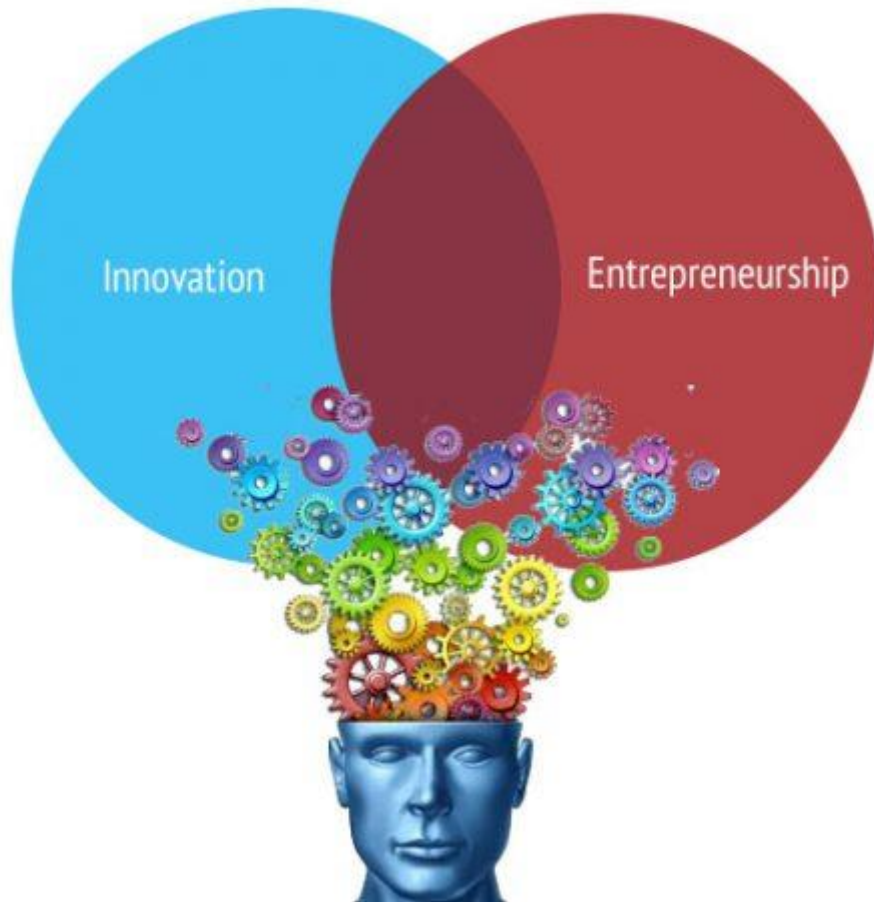




ICDP II

Enterprise Development Grant Application Form Guidelines





ICDP Business Grants Project Guidelines

The primary aim of the ICDP II micro and small business grants project is helping passionate, innovative small businesses realize their dreams and reach new markets.

The project will provide financial assistance to support innovative and market-ready products and services that will create employment and income generation. Established businesses from any sector are welcome to apply as long as you have a great idea and a sound business proposal.

Grant categories

- Equipping
- Capacity development for existing business

Eligibility Checklist

Before you continue, please complete the checklist to determine whether your business is a good candidate for a small business grant. Applicants who do not meet the requirements or do not provide the relevant documentation will not be considered.

- Are you a micro or small enterprise?¹
- Are you operating a business or have an innovative business idea within the 6 named ICDP II Communities?
- Has your micro or small enterprise been in operation for over 1 year?
- Are you a registered business?
- Is your proposal genuinely innovative, creative and does it demonstrate a strong point of difference from your competitors?
- Do you hold the rights to the intellectual property for your product and/or service?
- Does your proposal demonstrate solid market potential?
- Have you been trained under JSIF alternative livelihood programmes included but not limited to business development, and vocational studies?

Grant Objectives

- To encourage the growth and retention of sustainable businesses within the ICDP communities
- To create employment opportunities and increase the level of business investment.
- To support innovative businesses that demonstrate solid market potential and a sound business model, including long-term financial viability.

¹ Micro enterprises are those businesses with a total of 5 or less employees and an annual total sale of not exceeding \$10 million. Small enterprises are business with a total of 6-20 employees and an annual total sale greater than \$10 million, but not exceeding J\$50 million.



- To foster new partnerships and collaboration between businesses and business support groups.
- The grants seek to encourage and support creative and diverse business activities.

What do we mean by innovation?

Innovation is not invention, nor is it doing things slightly differently from the way others are doing them already or bundling together existing products and services. Innovation means doing something in a new, creative or novel way. It may involve improving on an existing service or product that increases its utility or opens up new markets. It may mean that an idea is radically different, but equally it may mean that an idea addresses an everyday process in a revolutionary or original way.

In assessing whether your proposal is innovative, you might consider the following questions.

Does your businesses or organization:

- Satisfy a compelling and potentially need?
- Target a well-defined niche market?
- Demonstrate a significant competitive advantage over the medium term?
- Articulate the problem it is trying to solve and how it will do it?

Grant Eligibility

- The ICDP II Enterprise Development Project will be targeted at eligible micro and small enterprises within the 6 named ICDP II Communities (*See Appendix with list of eligible communities*).
- Applicants must have their enterprise (s) within the communities.
- The grant will be eligible for funding innovative business idea including for existing businesses.
- It is not limited to sectors, however, the grant will only fund capital investments and will not be eligible for recurrent expenses such as wages and salaries.

Who is eligible to apply?

Micro and Small businesses from the communities that will make a measurable contribution to the enterprise development objectives are eligible to apply.

An applicant must:

- Be from the eligible ICDP and associated communities
- Complete Grant Application Form
- Have an existing enterprise that can be enhanced with grant support



- Agree to attend all training related to capacity building

Who is not eligible to apply?

1. Franchisees, subsidiaries of larger companies, and government departments or agencies;
2. Enterprises not located within the ICDP II communities;
3. Employees of the JSIF Beneficiaries' of other JSIF funded business enterprise grant grants within the last 3 years and
4. Recipients of the Government of Jamaica (GoJ) Business Grant of \$100, 000.00.

Application

As part of the sensitization process, JSIF will host meeting within the targeted communities, published infomercial on our social media platforms. These will facilitate questions, and demonstrations on how to complete the application for the grants. Information will also be posted to the JSIF website: www.jsif.org

How do I apply?

To apply, simply follow these steps.

1. Grant Application Form may be retrieved from the JSIF's website or JSIF's office. Application forms will become available on Friday, August 14, 2020.
2. Attend the general information session within your communities.
3. Complete and submit application forms and all other relevant documents (including a recent photo of yourself) labelled "*ICDP Entrepreneurial Development Grant*" to JSIF's website (www.jsif.org) or the JSIF's office by Monday, August 31, 2020 by 4:00 pm.
4. Attach all relevant supporting documents, including a recent photo.

Submit your application

Submit your application via email or in person to JSIF's website (www.jsif.org) or the JSIF's office. Your application must be received by the nominated closing date and time.



Assessment process

What is the assessment process?

Each application will be assessed against the enterprise development grants assessment criteria. The applications will be organized and prepared for consideration by an external review panel made up of experienced small business operators and advisors.

The panel will consider the conforming applications on a competitive and merit basis and make recommendations for approval. On the basis of these recommendations, the JSIF will advise successful applicants.

List of Eligible communities:

No.	Parish	Community
1.	St. Andrew	August Town
2.	St. Andrew	Greenwich Town
3.	Kingston	Denham Town
4.	Clarendon	Treadlight
5.	St. James	Salt Spring
6.	St. James	Anchovy

More information

Contact: Project Manager, ICDP Enterprise Development Project

Email: feedback@jsif.org

Phone: 1 (876) 968 -4545

In person:

Jamaica Social Investment Fund

11 Oxford Road (Entrance on Norwood Road)

9 to 4 pm, Monday to Friday