Selecting your project

JSIF supports development projects in poor communities across Jamaica. However, JSIF has limited funds and so needs to know that the projects it supports are really needed and valued by the community. It therefore does not support projects, which meet the needs of only a small section of the community or are supported by a small interest group only. JSIF prefers to support projects which have been chosen by a wide cross section of the community as their most important development priority.

Before you even think of applying to JSIF, it is a good idea to have held a series of community meetings with as many different people in the community as possible to find out what community members feel are their most pressing development needs. You could make a list of problems and ask people to rank them in order of importance. Ask them to explain why a particular development need is more important to them than another one. For example, Mr. Daley may think that repairing the road is most important for the community because the farmers cannot get their crops to market in good condition and in time whereas Miss Levy may feel that a new basic school is most important because the young are the community's future. Let **everyone** air their ideas and only when everyone has had a say, ask if the group can come to agreement on the most important development priorities.

In considering your application, JSIF needs to know how many people in the community were involved in planning the project and what other priorities were discussed. Remember that JSIF does **not** require you to have a detailed plan for your project as JSIF will help you with the detailed planning, but it does need to know that the community has come together to decide on the community problem that this project will help to solve.

Preparing to fill in the application:

Read these guidelines and the application form carefully **BEFORE** starting to fill in the application form.

The application form is to be filled in by the Executive Committee of your community based organization and **not** by an individual. JSIF suggests that before you do this, the Executive holds a meeting with the wider community to discuss the application.

Chose a time and venue which is convenient for most people in the community and publicise the meeting widely. Explain the questions in the application form and ask the meeting to help decide what should be the answer in each case.

When you are ready to fill in the form, read each question carefully and fill in the answer using a **black pen**. Please complete all the questions on the application form or we will not be able to process it.

Filling in Section 1: General Information

The first six questions provide information about the community and the project idea that you have.

Q1. Please provide the name the community is most usually know by

Q1b. Please provide any other names

Q1c. Please indicate the district/region where the community is situated

Q1.2. Please indicate the parish in which the community is situated

Q1.3: This question asks for an **estimate** of the population size. JSIF does not need an accurate figure, juts an approximate number.

Q1.4: Please give the full name of the Community Based Organisation making the application. Where more than one community organisation is collaborating together, note all the names but underline the lead organisation.

Q1.5: An outside agency may be working with you on the project. If this is so and you feel that they are a partner in the project, please include their name. The outside agency might be a service club (eg. Rotary, Kiwanis), a non-government organisation, a government agency (RADA, Ministry of Health). You do not have to put anything in this box if you feel this project is purely your own initiative.

Q1.6: Tick only **ONE** of the ideas. Remember that you do not need to have detailed plans for your project but it has to be a priority of the entire community.

Filling in Section 2: Community Planning Process

This section asks you about the process, which led to choosing the project idea. As stated before, JSIF prefers to fund projects, which are the priority of the whole community. Please provide accurate information. If JSIF decides to follow up on this application, it will make visits to the community to check on the details in this application form. If the application form does not reflect the views of the community, then this will slow down the application process and may result in the application being turned down.

Please note that in order to complete this section of the form, the community must have identified its development priorities.

Q2.1: A community development plan does not have to be very detailed. However, it must

- Be the result of a consultative process with the wider community **not** the plan of a handful of people.
- Be the community's plan not the plan of an outside agency.
- Have clear development priorities, with reasons for these priorities.
- Have some sort of time table, in other words what should be done immediately, in 1-2 years and long term.
- Have some indication of whether the community can solve the problem themselves, with outside assistance or can only be solved by outside agencies.

If you have a plan, which was developed in the last year, that has all these elements, then you can tick 'yes'.

If you do not have a plan, the SDC can help you develop one. So, ticking 'no' does not mean that your application will not be processed.

Q2.2: Insert the development priorities from your development plan in order of importance.

The third column indicated when the problem should be dealt with and gives three options;

'now', 'soon' and 'later'. Even though you might think they are all urgent, clearly resource limitations will not allow all the problems to be solved at once. 'now' means within this year, 'soon' means within 1-2 years and 'later' means within 2-5 years.

The fourth column gives three options; 'community by themselves', 'community with help from outside and 'outside'. Each option refers to who will primarily be responsible for getting the problem solved. Thus, 'outside' might involve some help from the community but the primary responsibility is with the outside agency (e.g. Parish Council, National Water Commission, Ministry of Education etc.)

Q2.3: There are several type of consultative processes listed here. JSIF wants to know which ones you used to come up with your development priorities.

Q2.4: Insert the actual date of planning meetings etc.

Q2.5: Give an estimate of the percentage of the community directly involved in the planning sessions. Please provide accurate information.

Q2.6: The Parish Development Committee works for all communities in the parish and is composed of community representatives, Non-Government Organisations and Churches, the private section as well as representatives of Government Ministries and the Parish Council. The oversee development initiatives in the parish and try to ensure there is co-ordination and collaboration among agencies. It is a

good idea for you to let them know of your application for funding for a project with JSIF. Check SDC if you are not sure how to contact the Parish Development Committee.

Filling in Section 3: Your Community Based Organisation

This section asks a bit about your Community Based Organisation.

Q3.1: Insert the number of years since the organisation was first established.

Q3.2: Note in brief, the names of other activities which the organisation has done in the past or is currently doing. Put dates in brackets.

Q3.3: In the first column note the position name e.g. President, Treasurer, Secretary, Public Relations Officer etc. In the second column, note the names of the people in the community who have these positions now. In the last column indicate how many years each has held this position.

Q3.4: Please provide clear and detailed information on how JSIF can contact you. Provide contact details of two persons in your community in the columns provided.

Q3.5: This question asks if you have the skills needed to manage your project. If you think that perhaps you need advice and training, this will **not** jeopardise your application. Rather, it enables JSIF to know that in designing the project, training must be included. This information is very helpful.

Section 4: Community Information

This section asks a few questions about your community. This is one way (but not the only way) that JSIF uses to assess if your community is eligible for JSIF funding.

Q4.1: The question asks you to tick only **one** box – this is what work do **MOST** people in the community do.

Q4.2: The question asks you to tick all the boxes, which apply to your community. So, if you have a post office, all age school and bad roads, you would tick all three.

Q4.3: Tick only **one** box indicating what size houses **MOST** people in the community live in.

Q4.4: Give an estimate of the number of persons living in each household.

Q4.5: Tick only **one** box to indicate what cooking fuel **MOST** people in the community use.

Q4.6: Tick only **one** box to indicate how you perceive the crime and violence situation in your community.

Filling in Section 5: Community Contribution

In order for your community to feel that the project is yours and to encourage good maintenance and care of the project in the future, JSIF, like other organisations around the world, asks that the community contribute to the project in some way. This must be discussed with the wider community so that everyone realises that this is part of the condition of funding and so that they can select what sort of contribution they would prefer to provide. You can tick as many of the ideas listed as well as add your own ideas.

Filling in Section 6: Maintenance

Q6:1: Another requirement of JSIF is that the community agrees to look after the project and to provide preventative maintenance (e.g. cleaning, painting, bushing, prevention of insect infestation etc.) in the future. In this section you are asked to describe briefly how you would organise this sort of maintenance.

Q6.2: This question can be ignored if the application is for organisational strengthening and social services only.

> Q6.3: Complete the form with signatures of three executive members and the date that you send the application. At least one of the signatories should be a female. Please note that the application cannot be processed with the required number of signatures. **Remember to keep a copy of the application for your records.**

Send or deliver the form to:

> Technical Services Department
> The Jamaica Social Investment Fund
> Ground Floor, The Dorchester
> 11 Oxford Road (Entrance on Norwood Avenue)
> Kingston 5

Or your local Social Development Commission Office:

Parish Office	Address	Telephone	Fax
Head Office	22 Camp Road Kingston 4	9304184 9300339	
Kingston	2nd Floor UDC Building 12 Ocean Blvd Kingston	9481194 9484847 9482034	9483069
St. Thomas	1 Springfield Road Morant Bay St. Thomas	9822512 9820232	7341769
St. Mary	Camp Cape Clear Clonmel PO St. Mary	9924088 9924938	9924563
St. Ann	Addison Park Centre Browns Town St. Ann	9759626	9176322
Portland	Oliver Park Centre Smatt Road Port Antonio	7152189	9932644
St. James	Albion Centre 1 Albion Road St. James	9402080 9406596	9407068
Trelawny	26 Market Street Falmouth	6175221	
Westmoreland	JBS Hendon Circle Savanna-la-Mar	9180996	9554150
Hanover	Watson Taylor Park Complex Lucea	9562548	9563778
Manchester	Lot 1516 Nashville Plaza Mandeville	6253231 6253233	9611050
St. Elizabeth	Centre Rd Main Street Santa Cruz St. Elizabeth	9662492	9664298
Clarendon	8c Manchester Ave May Pen	9862453 9028484	9028387
St. Catherine	1 Port Henderson Spanish Town	9074056 9845270	9842865

If you have any queries please call out toll free line – 1-888-991-2356/7

You should receive an acknowledgement of your application within 2 weeks.