



How to Apply for JSIF Funding

Who Can Get Funding

Applications are to be from community groups, requests from individuals are **not** considered.

1. Project being proposed must meet a community priority need.
2. Proposed project should be in an underserved (poor) rural or volatile/vulnerable urban community.

Types of Projects That Will Be Considered for Funding

1. **Social Infrastructure** – Schools, Health Centres, Community Water Systems, Sanitation, Sports Facilities
2. **Economic Infrastructure** – Roads, Agro Processing, Community Tourism, Agriculture
3. **Social Services** – Conflict Resolution, Parenting Skills, Life Coping Skills, Skills Training
4. **Organisational Strengthening** – Training in Fund Raising, Basic Financial Management, Planning Community Projects

Approaches to Submit an Application

Applications can be made in three different ways:

1. **Demand-driven** - community groups apply for funding from the Fund based on needs in their area
2. **Pre-selected** - assistance is provided in targeted communities chosen through an inter-agency selection process (Funders/Government/JSIF/Other).
3. **Calls for proposals** - intervention proposals are desired in specific areas for implementation (geographic, activity-related i.e. summer camps, or sector-related)

When Giving in an Application

1. When submitting an application form or project proposal to the JSIF the community group should ensure the following:
 - a) All relevant sections of the form are accurately completed.
 - b) Include evidence that the decision on the community priority need was taken by the largest number of possible community persons.
 - c) The Application form is signed and dated.
 - d) **All supporting documents (copies of land titles or lease agreements; Community Development Plan; Signatures of Executive members of the Community Based Organization), must be submitted in hard copy, no later than six (6) weeks after the JSIF has acknowledged receipt of request.**
1. **An application being accepted for processing does NOT GUARANTEE FUNDING APPROVAL. Sub projects are subject to funds being available.**
2. Keep a copy of the application for your records

3. Review carefully all the documents received from the JSIF **BEFORE** completing the application form (guidelines etc)
4. Eligibility – is the funder targeting community-based organizations or specific kinds of project proposals (skills training, schools, health centers etc.)
5. Ensure that as much detail as possible is included in the proposal
6. Pay attention to deadlines for submission of documents
7. Timelines for project approval and implementation vary depending on project type – a summer camp can be held only months after the application is submitted while a road project may take almost a year
8. The type of submission method used influences the length of time it will take to approve and implement the project – call for proposals timelines are shorter than demand driven submissions

JSIF Project Cycle

When an application is received it has to go through the project cycle which will affect if and when the project is implemented.

1. **Registration/ Screening** – registered and required documents are requested and received
2. **Appraisal** – staff visit the community and assess the situation and gather information
3. **Formulation** - project being designed prior to being submitted for evaluation by JSIF technical committees.
4. **Approval** – project approved for funding by the Board of Directors
5. **Procurement** – confirming the service providers and contractors
6. **Supervision** – implementing the project
7. **Practical Completion** (infrastructure only) – project enters 6 month defects liability where any issues are reported to JSIF
8. **Final Completion** – Project is officially considered complete by all stakeholders
9. **Project Handover** – project officially handed over to the community

JSIF CONTACT INFORMATION

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You tube: <https://www.youtube.com/user/JSIFJamaica>