



National Youth Service

An Agency of the Ministry of Youth and Culture

6 Collins Green Avenue, Kingston 5

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FUNDING GUIDELINES FOR COMPLETION OF APPLICATION FORM

Community Based Organisations (CBO's)

PLEASE READ THE GUIDELINES BEFORE PROCEEDING TO COMPLETE THE APPLICATION FORM.

INTRODUCTION

In fulfilling its mandate, the National Youth Service (NYS) is receptive to providing grants valued at JMD **\$500,000.00** to fund programmes or projects proposed by community based organisations that seek to empower youth and enhance their communities.

N.B. Community Based Organisations¹ or CBOs refer to an organised, voluntary group with shared interest within a community/district. A CBO is any club, association or civic body located in a given community and focused on working towards a common vision of future development.

Interested organisations are invited to complete and submit their application form to the NYS for same to be reviewed and approved by the Programmes Development and Implementation Committee. *Please note that the assessment process will be thorough and as such, each application will be reviewed and approved based on its own virtues. Final selection depends on a number of factors, but the NYS will work to ensure the most efficient process possible.*

The following should be considered when completing the Grant Application Form:

1. The organisation must submit detailed document outlining purpose of project along with rationale.
2. At least 75% of the project beneficiaries must be within the 17-24 age group.
3. All programmes being developed must place an emphasis on youth advancement and must also address social issues affecting community/national development.
4. CBOs will be required to contribute 20% of the total grant in cash or kind. CBOs will be required to provide no more than 50% of the contribution in kind. Bank statements should accompany the proposal as proof of existing funds.
5. The project must address at least one of the following areas (but are not limited to):
 - a. Personal and professional development
 - b. Volunteerism
 - c. Employment
 - d. Persons Living with Disabilities

¹ Social Development Commission, (2015). Reformed system of Governance in Jamaica: guiding terms of reference for local governance organisations in Jamaica 1st ed.

- e. Entrepreneurship
- 6. **ALL** sections of the form must be completed. Please insert 'N/A' where the information requested is not applicable. Incomplete applications will not be accepted.
- 7. **ALL** information provided will be verified. Applicants who falsify information will be disqualified from any future assistance from the NYS.
- 8. Project rationale, overview, anticipated outcomes and its contribution to nation building must be clearly stated.
- 9. Please complete and submit all templates provided.
- 10. Notably, the committee may ask for a revised application if there are any issues that require clarification before making a final decision on a grant.
- 11. At your discretion, you may also include additional project information as an appendix to this application.
 - a. Resumes of the Project Team members

Completed application forms should be submitted to the National Youth Service Head office and addressed as follows:

*CBO Grant Assistance
Executive Director
National Youth Service
6 Collins Green Avenue, Kingston 5.*

Or emailed to proposals@nysjamaica.org

- a. The subject of the email must contain "CBO Grant Assistance for <insert name of your CBO>".
- b. All relevant attachments and supporting documents must be included.
- c. For any inquiry, send email to proposals@nysjamaica.org with subject line <Inquiry CBO Grant Assistance> or contact the Executive Directors Office at 754-9816-8.

Application periods

January – February
April – June
July – September
October – November

N.B. Applications are reviewed within two weeks at the close of each period.

GRANT APPLICATION FORM

FORM A

APPLICANT'S INFORMATION

ORGANISATION NAME:

ADDRESS:

OFFICE PHONE NUMBER(s):

OFFICE FAX NUMBER(s):

ORGANISATION EMAIL ADDRESS:

WEBSITE (If applicable):

DATE ESTABLISHED:

RELEVANT YEARS OF WORK:

ORGANISATION SCOPE OF WORK (MISSION, GOAL, OBJECTIVES):

MANAGEMENT AND CAPABILITY

PROJECT MANAGER (for proposed project):

POSITION:

QUALIFICATIONS *(relevant to the project)*:

PHONE NUMBER:

EMAIL:

PROJECT MANAGER 2:

POSITION:

QUALIFICATIONS *(relevant to the project)*:

PHONE:

EMAIL:

PROJECT TEAM

(Provide information on the project management and implementation team and include the three main roles for each)

| Names | Roles and Responsibilities <i>(Specific to the project)</i> | Position in the Organization | Qualifications <i>(relevant to the project)</i> |
|--------------------------------|---|-------------------------------------|---|
| | | | |
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| | | | |
| | | | |
| | | | |
| <i>(Insert rows as needed)</i> | | | |

FORM B
PROJECT INFORMATION

| | |
|---|------------------------|
| 1. Name of Project: | 2. Goal (s) of Project |
| | |
| 3. Objective(s) of Project | |
| | |
| 4. Project Rational <i>(Provide a background/justification for developing the project – clearly explain the objectives of the project in relation to the likely consequences of not addressing the problem).</i> | |
| | |
| 5. What areas (youth need or problem) does this programme cover or address? | |
| <input type="checkbox"/> Education and skills training - projects that facilitate career advancement. <i>(please specify)</i> | |
| <input type="checkbox"/> Entrepreneurship and Job Creation – projects that promote social enterprise and income generating enterprises. <i>(please specify)</i> | |
| <input type="checkbox"/> Employment – projects that facilitate or provide opportunities for employment or work experience. <i>(please specify)</i> | |
| <input type="checkbox"/> Leadership - projects that encourage youth involvement, participation, advocacy and empowerment. <i>(please specify)</i> | |
| <input type="checkbox"/> Volunteerism – projects that facilitate civic engagement. <i>(please specify)</i> | |
| <input type="checkbox"/> Community Development - projects that encourage community self-reliance, life skills and income generating enterprises, volunteerism, community centre development. <i>(please specify)</i> | |
| <input type="checkbox"/> Other <i>(please specify)</i> - | |

| | | |
|---|--|--|
| 6. Which of the following youth groups will benefit from the project? (tick all that apply) | | |
| <input type="checkbox"/> Rural Based Youths <input type="checkbox"/> Urban Based Youths <input type="checkbox"/> Youths living in the Inner city <input type="checkbox"/> Youth from the community of persons with disabilities <input type="checkbox"/> Secondary School dropouts <input type="checkbox"/> Street youths <input type="checkbox"/> Teen parents <input type="checkbox"/> Youth in conflict with the law <input type="checkbox"/> Other – Specify: _____ | | |
| 7. Total number of beneficiaries to be targeted? (indicate the percentage of youths between 17-24) | 8. What is the total value of Project? | 9. What is the total value being requested? |
| | | |
| 10. Are there any other (confirmed) source of funding for this project? | 10b. If Yes, please provide specific source of funding from each stakeholders | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Name of Stakeholder | Contribution(\$) |
| 11. What was/is the timeline for the project? | 12. Project Location (community; describe where the project activities will be implemented) | |
| | | |
| 13. Project Components (clearly describe the components/phases of the project and the approach/techniques to be used to accomplish the objectives) | | |
| | | |
| 17. Collaboration and Partnerships (Name all collaborators/partners on this projects) | | |
| Organisation/Agency | Roles and Responsibilities | Contribution to the project \$ |
| | | |
| | | |
| <i>(Insert rows where needed)</i> | | |
| 18. Financial Feasibility (List the names and state in the appropriate category, the amounts committed to the project from other sources). | | |
| Co-Funding Contributors | In- Kind Commitment \$ | Cash Commitment \$ |

| | | |
|-----------------------------------|--|------------------|
| | | |
| | | |
| <i>(Insert rows where needed)</i> | | |
| | | |
| Applicant Name: | | Position: |
| Signature: | | Date: |

| | | |
|---|---|--|
| FOR OFFICIAL USE ONLY | | |
| Application Number: _____ | Date Received: _____ | |
| DOCUMENTS RECEIVED | | |
| Completed Application form <input type="checkbox"/> | Project Implementation plan <input type="checkbox"/> | Detailed Budget <input type="checkbox"/> |
| Risk Management Matrix <input type="checkbox"/> | Monitoring and Evaluation Matrix <input type="checkbox"/> | Qualifications/Resume <input type="checkbox"/> |

TEMPLATES

RISK MANAGEMENT MATRIX

Use the table below to list the risk for this project as well as the likelihood of its occurrence, impact and strategies to mitigate against same.

| Risk | Risk Description | Probability | Impact | Mitigation approaches | Responsible Officer |
|-----------------------------------|--|-------------|--------|---|---------------------|
| Example 1. Scope change | Scope requirements will change during the development time | Medium | Medium | Ensure that a change control process is established, that limits changes to those essential to business | Project Manager |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| (add rows where necessary) | | | | | |

KEY: **High** – Risk that has the potential to greatly impact project cost, project schedule or performance
Medium – Risk that has the potential to slightly impact project cost, project schedule or performance
Low – Risk that has relatively little impact on cost, schedule or performance

PROJECT IMPLEMENTATION MATRIX

The implementation project plan is a grid made up of columns and rows. Each column represents a different area of information and each row lists the tasks or section header. Please use the table below as a guide to complete the implementation plan for the project.

| Task | Start date | End date | Responsible officer |
|------|------------|----------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

MONITORING AND EVALUATION MATRIX

Use the table below to provide the details for the project monitoring and evaluation procedures.

| MONITORING | | | | | | |
|---|--|--|--|---|--|--|
| Focus | Activities | Output Indicator(s) | Major tasks to realize the objective of the programme | Method of Data Collection (tools) | Frequency of Data collection | Responsible Officer |
| | | | | <i>EXAMPLE:</i> Personal and Professional Development Training | All participants engaged through the sessions. | Participants modelling lessons learnt through changed behaviour/s. |
| | | | | Attendance Register | Daily | Project Manager |
| | | | | On site observation | Daily | Project Manager |
| | | | | Mid-term assessment | At the end of camp | Project Manager |
| | | | | Camp report | Weekly | Project Manager |
| | | | | | | |
| | | | | | | |
| (add rows where necessary) | | | | | | |
| EVALUATION | | | | | | |
| Goal | Expected Output | Evaluation Method/Tool | Evaluation Timeline/frequency | Responsible for Evaluation | | |
| <i>EXAMPLE:</i> The goal of the programme is to improve the personal, professional and social capacity of one hundred (100) persons with mild intellectual disabilities, through the provision of personal and professional/ career development support skills required, for | 100 persons with mild intellectual disabilities provided with work experience to practice career readiness skills. | Comparative analysis of baseline, mid-term and final assessments | During and at the end of the programme and through follow up process | Project Manager | | |
| | | Focus group sessions with participants and employers | At the end of the programme | Project Manager | | |
| | | Exit survey | At the end of the programme | Project Manager | | |
| | | | | | | |
| | | | | | | |

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|------------------------------------|--|----------------------------|--|--|
| participation in the labour force. | | (add rows where necessary) | | |
|------------------------------------|--|----------------------------|--|--|

BUDGET TEMPLATE

Use the table below to provide the details for the project costs.

| Projected Budget | | | | |
|----------------------------|------------|------|-------|----------|
| Line item | # of Units | Rate | Total | comments |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (add rows where necessary) | | | | |
| GRAND TOTAL | | | | |