SOCIAL SECURITY DEVELOPMENT FUND

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GUIDELINES

Anguilla Social Security Board
James Ronald Webster Building
P.O Box 243
The Valley, AI2640
Anguilla, B.W.I

1. INTRODUCTION AND BACKGROUND

The Social Security Board Development Fund (SSDF) was instituted by legislation in 1986. 3.75 percent of contributions collected are put into the Fund which is to be used to fund "socially desirable projects with the prior approval of the Minister". Thus, the Fund is managed directly by the Board which has to obtain approval for expenditure from the Minister responsible for Social Security.

The Board has set development fund guidelines which stipulate how the funds should be managed. It has established an Endowment Fund so that if at some point there are no excess funds to be set aside for the Development Fund, the fund would still exist. The Board has asked that the focus be on Education, Health, Youth, Culture and Community-based projects with the stipulation that no project should use more than 20% of the funds available and the Board should revisit the criteria after two years.

There will be two (2) calls for projects. One in January and the other in July. The Development Fund will normally accept only one (1) application per organization per year.

2. SOCIAL SECURITY DEVELOPMENT FUND GUIDELINES

2.1. ELIGIBILITY

The Social Security Development Fund considers grant applications from:

- Charitable organizations including public entities, educational, sports, or cultural entities.
- Organizations that provide programs and services to youth, seniors, and persons with disabilities.

Organizations, charities, sports groups must provide proof of registration/incorporation, and schools must provide a letter of endorsement from the Principal.

2.2. THE RANGE OF GRANT

- There is no minimum amount of grant award.
- The maximum per grant award is EC$50,000.00.
- Amounts over EC$50,000.00 can exceptionally be considered, and may be funded through a loan agreement.

2.3. FUNDING

It is preferred if the organization can demonstrate an ability to match funds by other sources. The Organization must declare funding that has been sort from any other funding organization for the same purpose. The following are considered for funding: -

- Arts/cultural
- Civic Affairs
- Community Development
- Education
- Health and Health Promotion
- Environmental
- Human Services

The following are **not** considered for funding: -

- Grants for individuals
- Campaigns
- Endowments
- Special fundraising events/celebration functions
- Marketing endeavors and personal research
- Projects that are typically the funding responsibility of Government
- Core operating expenses for public and private schools, colleges, universities.

2.4. APPLICATIONS

Applications should emphasize the following criteria:

- How the program/project will positively impact persons and/or the Community.
- Address a significant need affecting a broad spectrum of Anguilla's population or special segment of the population.
- The ability to leverage other funding through the use of matching grants
- Avoid duplication of services.
- Demonstrate the capacity to provide the necessary administrative and financial management.
- Demonstrate that the program has the necessary support to remain sustainable.

2.5. EVALUATION

The Board or Committee established for that purpose, when evaluating the request, will consider the balance of needs and resources in Anguilla:

- If what the proposal addresses is significant and can be measured;
- The applicant has the organizational ability to address the problem;
- If there are other organizations addressing the same need and the best to do this work;
- The organization has plans in place to ensure that its programs will continue to operate.

2.6. GRANT APPLICATIONS

Applications for funding are to be submitted on the approved application form.

A detailed budget must accompany the application. Quotes must be less than 6 months old and contain full supplier details. A minimum of two quotes must be provided, and if not, the reason stated. A schedule for disbursements must be provided.

2.7. PROGRAM EVALUATION

To know how its funding will achieve/stimulate positive change, organizations must identify target outcomes in their proposal.

In the Grant Application form, each applicant must:

- Identify a minimum of three (3) outcomes that will result from the proposed project; and
- Indicate the method the organization will use to measure the outcomes.

2.8. APPLICATION REVIEW PROCESS

Once applications have been received they will be reviewed by the Board/Committee. Representatives may make site visits or conduct in-person or telephone interviews for proposals selected for a more extensive evaluation.

- Following its review, the Committee makes funding recommendations to the Social Security Board through the Director of Social Security.
- The Board of Directors makes the final decision of grant awards. Written notification of grant decision is sent to applicants within one week following the Board meeting.
- A grant recipient has up to 6 months following the award notification to request the funds. If the funds are not requested within the 6 months, the grant is rescinded.
- The funds will be disbursed as per the approved schedule.

2.9. REPORTING REQUIREMENTS

After receipt of the grant funds, recipients are required to submit a report at the end of the project or event, or in intervals of 3 months, 6 months, and at the end of 12 months depending

on the project. The final report should detail how the funds were used along with the results of the outcomes submitted with the proposal.

A financial statement must be submitted along with the final report.

2.10. CORRESPONDENCE

All requests/questions related to the Social Security Development Fund should be addressed to the Director of Social Security, The Social Security Office, James Ronald Webster Building, The Valley, Anguilla.