



# Frequently Asked Questions (FAQ)

## ■ Eligibility & Requirements

- **Who is eligible to apply for funding?**  
Registered Non-Governmental Organization (NGOs), Community-Based Organisations (CBOs), Faith-Based organisation (FBOs) and civil society groups in Jamaica focused on health and social determinants.
- **What are the basic eligibility requirements?**  
**Applicants must:**
  - Limited parental monitoring and digital literacy
  - Lack of national guidelines for safe use
  - Weak integration of digital wellness in schools
  - Insufficient youth mental health support
- **Do I need a TRN for my organization?**  
Yes. All government-linked grant applications require an entity TRN.
- **Does our project have to be brand new?**  
No, but it must address C.A.R.E Fund priority areas, show innovation, and have a sustainability plan.

## ■ Budget & Financial Rules

- **Can we use the funds for administrative salaries or equipment?**  
No. Costs like staff salaries, rent, or utilities are ineligible.

- **Does the grantee have to contribute money?**

While no mandatory cash contribution is required upfront, applicants may need to co-finance or leverage additional resources depending on the total value and scope of the project. All applicants are expected to provide time, labour, or services, to demonstrate ownership and sustainability of the initiative.

## ■ Fund Disbursement

- **How are funds disbursed?**

Funds are released in **tranches (installments)** based on the achievement of agreed milestones.

- **Can funds be sent to a personal bank account?**

No. Funds cannot be deposited into a personal account. They must be transferred via direct deposit directly to the organization's registered associated project account.

- **When will funding be disbursed?**

Funding is disbursed after approval, execution of the Funding Agreement, and satisfaction of all pre-disbursement requirements.

## ■ Compliance & Reporting

- **What happens if I need to change my project plan?**

Any modification to the approved project plan must be communicated in writing to the assigned MOHW fund monitor. Modifications will be reviewed and a formal discussion will be shared on the implementation. Significant changes must be approved in writing by the Ministry of Health and Wellness; unapproved changes may require the return of



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funds.

- **Are progress reports mandatory?**

Yes. Progress reports forms part of the mandatory reporting document that will trigger next steps in the fund management process. Subsequent funding tranches are only released after progress and financial reports are verified.

## ■ Governance

- **Who ultimately decides if my project is funded?**

The Technical Review Committee evaluates each proposal against the evaluation criteria and makes a recommendation to the MOHW Fund's accountable officer through the Project Steering Committee regarding the proposals to be awarded.

- **Who will be reading and scoring my technical proposal?**

Your proposal is reviewed by the Technical Evaluation Committee (TEC). This is a group of independent experts who score your ideas based on technical standards and potential impact.

- **Who do I talk to about my day-to-day project issues?**

The EEHCSD (Fund Manager) is your primary contact. They handle all communications, manage administrative functions, and coordinate the flow of information.

- **Will anyone check in on my project once it starts?**

Yes. The EEHCSD is mandated to conduct site visits and request progress reports to verify that the project is delivering the value promised to the community.

## ■ Application Management

- **Can I amend my application after submission?**

Minor amendments may be accepted before the application deadline. Please contact the Secretariat for guidance.

- **How will I know if my application was received?**

An acknowledgement email containing a reference number will be sent upon receipt of your application.

- **Can I submit more than one project?**

Organizations may submit multiple project concepts; however, each proposal will be assessed independently and funding decisions will be based on available resources and programme priorities.

