

SUPPLEMENT to the Solomon Islands GazetteMonday 26th August, 2013

S.I. No.39

[Legal Notice No. 68]

**SANTA ISABEL PROVINCE COMMUNITY ASSISTANCE
ORDINANCE 2013**

1. Title and commencement

- (1) This Ordinance may be cited as the Santa Isabel Province Community Assistance Ordinance 2013.
- (2) This Ordinance:
 - (a) is made under section 31 of the Provincial Government Act 1997; and
 - (b) comes into force on the day it is published in the *Gazette*.

2. Purpose

The purpose of this Ordinance is to support communities in Isabel Province by providing assistance to community groups to carry out community development projects to promote the social, economic and environmental wellbeing of the Province.

3. Application

This Ordinance applies to any person or persons who carries out, or intend to carry out, work on projects that support the social, economic and environmental wellbeing of the Province.

4. Definitions

In this Ordinance, unless context otherwise requires:

Act means the Provincial Government Act 1997.

Assembly means the Santa Isabel Provincial Assembly, as established under section 7 of the Act.

Community means a person or persons who all reside within defined geographical area of the Province and who share a common local interest.

Executive means the Santa Isabel Provincial Executive, as established under section 19 of the Act.

Minister means the Provincial Minister for Finance.

5. Any person or persons may apply for funding for community assistance

- (1) Any person or persons may apply to the Executive for financial assistance to carry out development projects in their community.
- (2) The level of assistance provided by the Executive shall not be more than 75 percent of the total estimated cost of the project.

6. Form of assistance

- (1) Where possible and practicable, assistance to approved projects will be provided in the form of materials equal to the approved dollar amount.
- (2) Direct financial assistance will only be provided where it is impossible, impracticable, or unreasonable to provide materials.

7. Applications for funding

- (1) Applications for funding shall be in the form prescribed in Schedule 1 to this Ordinance.
- (2) Applications must be:
 - (a) in writing;
 - (b) delivered to the Provincial Secretary; and
 - (c) accompanied by the prescribed fee, if any.
- (3) If an application does not meet the required criteria, it will be returned to the applicant.
- (4) The application must include a detailed estimate of the total cost of the project.

8. Decisions about applications

- (1) Applications for funding are referred to the Executive for a decision at its next available meeting.
- (2) The Executive may:
 - (a) approve the application;
 - (b) decline the application; or
 - (c) refer the application back to the applicant for further information.
- (3) The Executive has full discretion to determine the level and type of assistance provided to the project.

9. Executive may approve application subject to terms and conditions

- (1) The Executive may approve an application subject to any terms and conditions that it thinks reasonable in the circumstances.
- (2) For example, the Executive may impose a term and condition that:
 - (a) requires the applicant to complete the project within an agreed time frame;
 - (b) an interim report must be provided by the applicant at a particular point in the project;
 - (c) materials must be from a supplier approved by the Executive under section 10.

Schedule 1

Form for application for funding under section 7

APPLICATION FOR FUNDING ASSISTANCE BY AN INDIVIDUAL

I wish to apply for the financial assistance under section 5 of the Isabel Community Assistance Ordinance 2012.

Name: _____

Community: _____

Electoral ward: _____

Contact Information: _____

Instructions:

1. Please answer all questions below and attach copies of invoices and quotes for your project.
2. Give the completed application form to the Provincial Secretary who will give it to the Executive to consider at their next meeting.
3. The Executive will make a decision about your application and the Provincial Secretary will contact you to let you know what will happen next.

What is your proposed project?

Who will benefit from this project?

What do you hope to achieve by this project?

Will your project have any negative environmental impacts? If so, what do you plan to do about this?

How much will your project cost?

Please give us a summary of how you will spend your money:

What do you need?	How much will this cost?
Transport	\$
Materials (for example: timber, leaf, metal, concrete)	\$
Diesel/Petrol	\$
Hire/rental fees	\$
Administration (for example: printing, paper, typing)	\$
Other (please provide detail in attached budget breakdown)	\$
TOTAL:	\$

1. Please attach copies of invoices, quotes for the above amount.
If you cannot provide an invoice or quote, please tell us why.
2. Please attach a detailed breakdown of all expenditure for this project.
The detailed breakdown should tell us the exact cost of each time.

How much money are you seeking under this Ordinance? (enter dollar amount)

Where is the remainder of this money coming from? For example, have you fundraised in your community, is your MPA assisting, or are you contributing personal funds.

If your application is approved how would you like the assistance provided to you? Please note, the preference of the Executive is to provide materials, however, it will consider requests for cash assistance so long as a clear reason for this type of assistance is given.

Comment from the Member of the Provincial Assembly for your ward:

SIGNED

Applicant: Date:

Witness: Date:

Hon. Member: Date:

Schedule 2

Form of final report required under section 9

REPORT ON PERFORMANCE OF COMMUNITY PROJECT

This report is made under section 9 of the Isabel Community Assistance Ordinance 2012.

Name: _____

Community: _____

Electoral ward: _____

Instructions:

1. Please answer the questions below and complete the attached financial report and then give both to the Provincial Secretary.
2. The Provincial Secretary will give the report to the Executive who may want to ask you some more questions about your project and its performance.

PART ONE – PERSONAL REFLECTIONS

What parts of your project went well?

What parts of your project did not go as well?

What did you learn from your project?

Would you do something different next time?

PART TWO – COMMUNITY REFLECTIONS

How= did your community benefit from this project?

Where there any unintended benefits or drawbacks to the project?

What did you learn from this project?

PART THREE – FINANCIAL REPORTING

Please tell us how you spent your money:

Expenditure item	Estimated cost	Actual Cost
Transport		
Materials (for example: timber, leaf, metal, concrete)		
Diesel/Petrol		
Hire/rental fees		
Administration (for example: printing, paper, typing)		
Other (please provide detail in attached budget breakdown		
TOTAL:		

1. Please attach copies of invoices, quotes for the above amount. If you cannot provide an invoice or quote, please tell us why.
2. Please attach a detailed breakdown of all expenditure for this project. The detailed breakdown should tell us the actual cost of each item.

SIGNED

Applicant:

Date:

Witness:

Date:

Hon. Member:

Date: