

GUIDELINES FOR THE ADMINISTRATION OF THE DISTRICT AND PROVINCIAL SUPPORT GRANTS

1. INTRODUCTION

- 1.1 This Guidelines has been issued in line with Section 117 of the Public Finances (Management) Act 1995, to facilitate the proper Administration of the District Support Grants (DSG) and Provincial Support Grants (PSG).
- 1.2 The issuance of this Guideline is to ensure proper accounting, management and reporting on the expenditure of the grants by the District and Provincial Treasuries in close consultation with respective Open and Regional Member of Parliament for the electorates.
- 1.3 The provision of Section 27(1) of the National Constitution must be complied with in relation to the roles and responsibilities of Leaders when dealing with public money, of which DSG and PSG are no exception.
- 1.4 The District and Provincial Support are annual appropriation in the national budget as required under the Organic Law on Provincial and Local Level Governments (Amendment No.7), Section 95A relating to District Support Grants (DSG) and Section 958 relating to the Provincial Support Grants (PSG).

2. THE PRINCIPAL OF THE GUIDELINE

- 2.1 District Support Grants (DSG) and Provincial Support Grants (PSG) form part of the Complementary Development Support Grants under the Organic Law on Provincial & Local Level Governments and are therefore subject to the specific requirement of the law.
- 2.2 Taking into account the peculiar realities and needs of individual districts and provinces, District Support Grants and Provincial Support Grants funds are tied to the priorities set at the district and provincial level and should therefore be in accordance with the development priorities set at the national level espoused in the Medium Term Development Strategy 2005-2009, and as amended.

- 2.3 The DSG and PSG funds are tailored towards addressing specific community development needs and shall therefore be expended on projects and activities duly approved by JDP&BPC and JPP&BPC as being consistent with the 5-year rolling District and Provincial Development Plans.
- 2.4 District Support Grants are made available each year to each Open Electorate.
- 2.4.1 One half of the annual allocation of K500,000.00, which is nondiscretionary (K250, 000), shall be made to the Joint District Planning & Budget Priority Committee (JDP&BPC) to be used based on the Resolutions of the formally constituted JDP&BPC meetings, for the purpose of funding the rural action programme and the urban rehabilitation programme.
- 2.4.2 The other half of the annual allocation, which is discretionary (K250, 000), shall be made available to the member representing the open electorate to be use in accordance with the NEC approved Guidelines.
- 2.5 Provincial Support Grants are made available each year to each Regional Electorate.
- 2.5.1 One half of the annual allocation of K500,000.00, which is nondiscretionary (K250, 000), shall be made to the Joint Provincial Planning & Budget Priority Committee (JPP&BPC) to be used based on the Resolutions of the formally constituted JPP&BPC meetings.
- 2.5.2 The other half of the annual allocation, which is discretionary (K250,000), shall be made available to the member representing the regional electorate to be used in accordance with the NEC approved Guidelines.
- 2.6 Projects and activities utilizing DSG funds will need to be well dispersed throughout all the Local Level Government areas within the district, unless otherwise justified on district-wide benefit grounds. Equity consideration must be considered in the approval of projects and activities. As a general rule, all Local Level Governments (LLGs) in the district are to benefit from the funds within a two-year cycle, and no LLG is to gain more than 25% of the funds in anyone year.

The exception to the rule will be in special circumstances where district-wide benefit involves maintenance and construction of infrastructure such as feeder roads, or a health centre (or aid post), or a school.

- 2.7 Projects and activities utilizing PSG funds will need to be well dispersed throughout the districts within the province, unless otherwise justified on province-wide benefit grounds. Equity consideration must be considered in the approval of projects and activities. As a general rule, all districts in the province are to benefit from the funds within a two-year cycle, and no district is to gain more than 25% of the funds in anyone year. The exception to the rule will be in special circumstances where province-wide benefit involves maintenance and construction of infrastructure such as feeder and trunk roads, or a health centre, or a school.
- 2.8 Consistent with current reform initiatives, these constitutionally guaranteed grants shall also be applied to promote equity participation as counterpart funds to solicit support for major impact projects from both the National Government and development partners.
- 2.9 It is mandatory for all the funds -for the current year to be spent and expended within the current financial year; that no funds for the current year should be put away to accumulate in Trust Accounts.
- 2.10 The Guidelines details the steps and procedures involved in the utilization and accounting of the District Support Grants (DSG) and Provincial Support Grants (PSG) appropriated annually under the Office of Rural Development (ORO), as well as documenting the physical progress of projects and activities funded under the grants.

3.0 PROJECT GUIDELINES

3.1 District and Provincial Support Grant funds now form part of the Development Grants under the Organic Law on Provincial and Local Level Government and are therefore subject to the specific requirements the law stipulates for the grants they are funded from. Specifically they should be used for:

- a) Social and Administration Infrastructure

To fund projects that relate to the maintenance and construction of schools, hospitals, aid posts, and *office* buildings.

b) Land and other Physical Infrastructure Development

To fund projects that relate to the maintenance and construction of transport facilities (such as roads, bridges, and airstrips), utility supplies (such as water, electricity and telephone), and economic infrastructure (such as warehouse, food storage units and related).

c) Development of Village and Social Services

To fund projects that relate to community development and welfare such as community halls, libraries, purchase of equipment and related materials.

More specifically project scope should be initiated within the following areas: -

- Construction, upgrading and maintenance of roads and hiring or purchase of equipment,
- Improvement of maritime and aviation infrastructure,
- Construction, upgrading and maintenance of education and health facilities,
- Utilities-
 - Water supply and sewerage
 - Rural Electrification
 - Rural Housing
 - Rural telephone
- Economic activities
 - Agriculture infrastructure
 - Self-employment and income generation
- Disaster response
- Funding of National Independence Day related activities

4. RESTRICTIONS

In principle, there are no restrictions on the types of projects that can be funded under the District and Provincial Support Grant so long as the funds are channelled into areas of social, economic and infrastructure.

District and Provincial Support Grant Funds must not be allocated for proposals that have such purposes as;

- Illegal or immoral activities
- Payment of bride price
- Personal expenses, which include household furniture and equipment, travel fares, entertainment and related.
- Any businesses fully or part owned by the member.
- Buying shares in brokers for individual members.

5. PROJECT IDENTIFICATION

Project proposals may be initiated by any member of the JDP&BPC, Churches, Community Groups, Youth and Gender Groups and NGOs. Any group seeking DSG or PSG project funding must be registered or be recognised institution or a group recognised by the member

Project proposals must address the needs of the village, be implemented within twelve months and be located in the member's electorate.

6. PROJECT PREPARATION AND SUBMISSION

All project proposals must be submitted using the standard format PROJECT PROPOSAL FORM. Project Proposals for funding under DSG must fill DSG-1 FORM and those for funding under PSG should fill PSG-2 FORM and have them submitted to the JDP&BPC and JPP&BPC respectively. All project proposals must be submitted no later than the end of March.

7. PROJECT SELECTION AND APPROVAL

Project proposals must be linked to national, provincial and district development priorities. Projects must also be included or be part of the District Five-Year Development Plan. DSG and PSG funded projects will be appraised and approved by the JDP&BPC and JPP&BPC respectively.

Approved project submissions should have quotes where required, and be sent to the Rural Development Regional Office for recording and processing.

8. COMPOSITION OF JDP&BPC AND JPP&BPC MEMBERSHIP

The composition of the Joint District Planning & Budget Priority Committee (JDP&BPC) for each of the district shall be in accordance with Section 33A (2), and that of the Joint Provincial Planning & Budget Priority Committee (JPP&BPC) shall be in accordance with Section 25(2) of the Organic Law on Provincial & Local Level Government.

9. **Conterminous with the 5-year life of the Parliament, the JPP&BPC and JDP&BPC shall:**

- 9.1 Draw up a rolling 5-year development plans and estimates for the province and district, and conduct annual reviews of the rolling plans; and
- 9.2 Based on technical assessment, approve projects and activities as being consistent with the equity guidelines and the basic minimum development needs of the rural and urban areas, this constituted the respective rolling district and provincial development plan.
- 9.3 Meetings of the JDP&BPC and JPP&BPC **in** full quorum shall be held at such time and places as the committee determines, and shall be convened by the Chairman of the Committee. Nevertheless, the Committee is urged to convene quarterly meetings for the purpose of the Guidelines to be timely and consistent with the quarterly release of funds from Departments of Finance & Treasury. The Minutes of the meetings shall be taken, preserved and made available as resolutions of the JDP&BPC and JPP&BPC.

10. VACANT CONSTITUENCY OR DISTRICTS WITH NO MP

- 10.1 In the absence of an Open Member of Parliament, and for whatever reason the Open Seat is vacant within the meaning of Section 19 of the Organic Law on Provincial & Local Level Government, the Deputy Chairman shall become the Acting Chairman for the purpose to convene and chair the JDP&BPC meetings and decide on the use of the nondiscretionary and other development funds appropriated to the district during the period of absence or vacancy.
- 10.2 Where the Regional MP vacates or relinquishes the post of the Governor of the Province to take up a Ministerial portfolio, or is appointed to other national duty, both the non-discretionary and the discretionary funds for the Regional Electorates shall still go to the Regional Member, in accordance with Section 95B (1) of the Organic Law on Provincial & Local Level Government.
- 10.3 In the event the Member is ousted from Parliament, there shall be no release of discretionary funds until a new Member for the electorate is elected.
- 10.4 No any other person, other than the Member of Parliament alone, shall authorise the use of the discretionary funds.

11. MANAGEMENT AND DISBURSEMENTS OF PSG AND DSG FUNDS

Funds appropriated for the District and Provincial Support Grant will be administered by the Office of Rural Development. At the beginning of each quarter the Office of Rural Development will prepare and submit cash flow estimates to the Department of Treasury and Planning which will then issue Warrants of Authorities.

On receipt of the approved projects, the Office of Rural Development will issue CFCs or cheques made payable to the Provincial or District Treasurers. Provincial or District Treasurers will then issue cheques, which should then be presented by the Member to the recipients.

15. RECORDS, REPORTING, INSPECTION AND ACQUITTALS

- 15.1 Section 102 of the Organic Law on Provincial and Local Level Governments requires that both levels of Governments maintain proper accounts and records of their transactions and affairs in accordance with the Public Finance (Management) Act 1995. Each Project Manager for a project funded under the District or Provincial Support Grant should therefore maintain such accounts and records and monthly financial reports
- 15.2 It is mandatory for all funds disbursed out of the District Support Grants, Provincial Support Grants as well as all other Rural Development Grants to be acquitted using the standard acquittal form subject to the following:
- 15.3 Selection and submission of projects, management, disbursement, monitoring, auditing and reporting will be progressively undertaken twice annually to determine that:
- 15.3.1 The projects will have impact; and
 - 15.3.2 To ensure that the funds have been spent accordingly and expended for the purpose they were approved.
- 15.4 The Office of Rural Development shall undertake monitoring only after acquittals are received to verify that the funds have been spent and expended accordingly.

Use: P10/PFD

FORM-DSG 1



OFFICE OF RURAL DEVELOPMENT

DISTRICT SUPPORT GRANT

PROJECT PROPOSAL
FORM

Completed forms may be hand delivered, faxed or mailed to the District Administrator in your District.

Project Title: _____

Region: _____

Province: _____

District: _____

LLG/s:

Originating
Organisation & Contact
Officer: _____

Provide details of
the Organisation's
registration:

Contact Details:

Phone

Fax

Postal Address

Describe the scope of works (Attach copies of all plans, maps and other supporting technical documentation):

7. State the background or origin of the project proposal (Provide information on issues, events or data that led to the initiation of the project idea):

8. State the objective of the project:

9. How does the project objective relate to District development priorities?

10. Is the proposed project new or on-going?

11. Is the proposed project new or on-going?

12. Is the proposed project included in the Five-Year District Development Plan? State the program under which it is included:

13 Will the project be maintained or sustained after S&RDG funding has been expended? Provide details of the supporting organisation who will maintain the asset with an estimate of the amount to be expended annually. If the project requires recurrent funding a letter of agreement from the supporting agency **must be attached to this form** and the letter of support must be signed by an appropriate officer from that agency.

14. Who will be the primary beneficiaries of the project?

15 State any specific benefits to women and youths:

16 How long do you estimate it will take to complete the project?

Weeks: _____ Months: _____

Start
Date:

Finish Date:

17 Estimated Project Costs:

Manpower	K
Equipment	
Materials	
Capital Works	
TOTAL	

18 Will the originating organisation contribute to the project? If so, provide letter of support and Details

19 Will there be any other funding sources? If so, provide letter of support and details:

20. Will any particular skills training be required? State the details:

21. Submitted by:

NAME:

POSITION OR DESIGNATION:

VERIFIED BY: *[Name]*:

SIGNATURE: POSITION:

SIGNATURE

DATE:

**JOINT DISTRICT PLANNING &
BUDGET PRIORITIES COMMITTEE**



PROJECT ASSESSMENT FORM

When completed, attach this form to the Project Proposal form.

DISTRICT: _____

1. Project Title:

2. Date when project proposal was received:

3. Date the project proposal was considered by the JDP&BPC.

4. List JDP&BPC members excused for conflict of interest:

5. Is the project a priority for the District?

6. Which areas of rural infrastructure development does the project address?

7. Does the project meet the requirements of the District Five-Year Plan?

8. Is there a requirement for counterpart funding & if so has counterpart funding been obtained?
9. Is recurrent funding required for future years if so, what is the source of future funding? (Provide written guarantee)
10. Proposal approved

SIGNED:

NAME:

DATE:

11. Attach signed and sealed minutes of the JDP&BPC resolution approving the project proposal



OFFICE OF RURAL DEVELOPMENT

PROVINCIAL SUPPORT GRANT

PROJECT PROPOSAL
FORM

Completed forms may be hand delivered, faxed or mailed to the District Administrator in your District.

Project Title:

Region:

Province:

District:

LLG/s:

Originating Organisation &
Contact Officer:

Provide details of
the Organisation's
registration:

Contact Details:

Phone

Fax

Postal Address

Describe the scope of works (Attach copies of all plans, maps and other supporting technical documentation):

19. Will there be any other funding sources? If so, provide letter of support and details:

20. Will any particular skills training be required? State the details:

21. Submitted by:

NAME:

POSITION OR
DESIGNATION:

VERIFIED BY: *[Name]*:
SIGNATURE:

POSITION:
SIGNATURE

DATE:

**JOINT PROVINCIAL PLANNING &
BUDGET PRIORITIES COMMITTEE**



PROJECT ASSESSMENT FORM

When completed, attach this form to the Project Proposal form.

PROVINCE:

1. Project Title:

2. Date when project proposal was received:

3. Date the project proposal was considered by the JDP&BPC.

4. List JPP&BPC members excused for conflict of interest:

5. Is the project a priority for the Province?

6. Which areas of rural infrastructure development does the project address?

7. Does the project meet the requirements of the Provincial/District Five-Year Plan?
Is there a requirement for counterpart funding & if so has counterpart funding been obtained?

Is recurrent funding required for future years if so, what is the source of future funding? (Provide written guarantee)

10. Proposal approved

SIGNED:

NAME:

DATE:

- *1. Attach signed and sealed minutes of the JDP&BPC resolution approving the project proposal

Services Rendered for ₹20,000/yr/member

- ① Call Centre Support - ~~use wifi~~
- ② Online Training
- ③ Followup Service
- ④ Special assistance (Drone Services)
 - Photo acquitals
 - Pickup/Dropoff delivery service
 - High Speed Internet
 - wifi
 - 2x drone visits per yr
- ⑤

Future Services

- ① Registration of eWallets for each Ward (x 6300)
- ② Banking services Online