



Best Schemes

COMPETITION 2016-2017

COMPETITION GUIDELINES



GUIDELINES

Welcome to Best Schemes 2016/2017! We have prepared this booklet to guide you in completing your Application Form, as well as to provide additional information on this year's Competition.

COMPLETING THE APPLICATION FORM

1. Read all questions and answer as carefully and completely as you can. You will not be penalized for any unanswered questions. Our aim is to discover how far your community has reached in the Community Planning Process.
2. The information you give on your application form will help the NHT and its Partners, to better assist your community.

Please Note: By entering the Competition, you are agreeing to allow the NHT, its Partners and nominees, permission to share your photographs, documents and any other information relating to the Competition, for NHT processes.

3. The attached Application Form has three Sections:
 - a. Section 1 asks questions that will tell us how far your community has reached in the Community
 - i. Planning Process: Remember that you will not be penalized for any questions you cannot answer. If for example, your community has not yet decided on its values, or made a community development plan, it tells us that you need support in these areas, and we will include you in the Workshops that will assist you.
 - b. Section 2 asks you to indicate which of the Workshops you wish to be in. There is no limit. You may ask to be included in all Workshops. After completing Section 1, you will be in a good position to decide where your community needs assistance, based on what you were able to answer. Place a tick beside the Workshop name, indicating the ones you wish to be included in.
 - c. Section 3 asks what your community's Vision and Mission Statements are. If your community has not yet decided on these, there is no penalty. It will indicate that your community need assistance in these areas, and we will support you accordingly.
 - d. Section 3 also asks which of the thematic areas your community will participate in for the Competition. Place a tick in the area provided to indicate which areas you will enter. Remember that your community will need to do activities in these areas which will be observed by the judges when the judging exercise begins. The projects and activities you do under these thematic areas, will be what makes you a winner. For example: morning exercises by the community will fit under Health,

or community dance groups and choirs performing for the community during the Competition year will earn you points under Culture.

RULES OF THE COMPETITION

Eligibility for Entry

Only NHT Schemes, and schemes slated for development under the Planning Institute of Jamaica's Inner City Renewal Programme are eligible to enter the Competition.

Communities will only be judged by the work they have done during the Competition Year which lasts from

November 18, 2016 when Application closes, until August 19, 2016 when preparation period ends.

Submission and approval of Applications

Entry in the Competition requires completion of the attached Application Form. The Application period closes.

November 16, 2016 at 4:00 p.m. On submission of your Application Form to your Social Development Officer, ensure that you get a receipt.

Fees

No fees will be charged for Entry in the Competition.

Baseline Assessment

As Applications are received, Baseline Assessments will commence in communities that have entered. In this exercise, judges will visit your communities to observe what existed. The judges will compare what existed during the Baseline Assessment, and what exists at the end of the Competition, to decide the work that you did during the Competition Year. **Baseline Assessments will end on January 31, 2017.**

Preparation period

Communities have nine months to prepare: from the time Application closes on **November 16, 2016, until August 19, 2017.** During this period, communities will be required to show how they promote development through the Competition's Thematic Areas: Culture, Health, Education, Environmental Awareness, Governance, and Good Mortgage Repayment

Workshops

During the year, a series of Workshops will be held, under the topics shown in Section 2 of the Application Form. You will be advised of the relevant dates, so that you can make preparation to be present.

Judging

Communities will be observed through the Competition year. The final judging will be conducted September to October 2017. Communities will be notified accordingly. This judging exercise will determine the first, second and third place

Winners for each Region.

REGIONS

Prizes

THEMATIC AREAS

Area	Type of Award(s)	Value of Awards
Culture	Training	250,000.00
Health	Gym equipment	250,000.00
Education	Educational supplies	250,000.00
Environmental Awareness	Equipment (play or other appropriate)	300,000.00
Governance	Training or equipment	250,000.00
Good Mortgage Payment Practices	Technology equipment	300,000.00
TOTAL		1,600,000.00

REGIONAL PRIZES

Prize	Amount	Total \$
First (4)	120,000.00	480,000.
Second (4)	96,000.00	384,000.
Third (4)	72,000.00	288,000.
Total		1,152,000.

NATIONAL WINNERS

Prize	Amount
First	1,200,000.
Second	720,000.
Third	480,000.
Total	2,400,000.

Claiming Prizes

All communities must have a Tax Registration Number (TRN), in order to claim their prizes. Efforts should be made to acquire a TRN during the Competition Year, for those communities who do have not yet done so. Communities are required to submit the project plan on which prize monies will be spent.

Claiming Period

All Communities must claim their prizes before March 31, 2018.

Method of Selection of Winners

After the judging exercise, which closes in October 2017, the scores the community receives are calculated. The totals will determine the winners for each Region (first, second and third prizes). The three highest scores island wide will be the first second and third place National Winners.

Date of Selection of Winners

All Winners will be selected in October 2017. The Judges decisions will be final.

Method of Notifying Winners

All Winners will be notified at the Awards Function scheduled for November 2017.

**We hope this guide will assist you in completing your Application Form
Please contact your Community Development Officer for any further details.**