

Project Application Form

UWJ Grant Funding Programme – June 2025

This form shall be used for the review of the full project proposal. Please complete ALL sections below.

1. APPLICANT INFORMATION

Organisation's Name	Richmond Primary & Infant School
Address	Richmond P.O, St. Mary Jamaica
Telephone No	876 920 2396
Email Address	richmond.primary.smy@moey.gov.jm
Website Address	
Number of years in existence	70

1.1. Provide a paragraph summary of your organisation's background

Richmond Primary & Infant School is situated in the rural community of Richmond Road, South Eastern St. Mary. The school is owned by the United Church in Jamaica and the Cayman Islands and operated by the Ministry of Education. The school is headed by a board of management drawn from both the church and the community. The school started some time during the 1950's operating in the nearby Richmond Road United Church, known then as Richmond Presbyterian Church. However, in 1963 the school was relocated to its present location. During the early days of its existence the school population was high, however, with migration for job opportunities and other social challenges the population has declined to its present state. The school currently has an enrollment of 134 students. The Primary school consists of 54 boys and 49 girls while the Infant department has 17 boys and 14 girls. The schools employs a full-time staff of 20 workers. The school boasts six classes from grade 1-6 and two infant classes. The school caters to students from Seaton & Mt. Regale, Richmond community, Richmond Road, Cane Heap, Goat Hill, Shooter, Mt. Vernon, Platfield, Clarke Castle, Comfort Valley, Brainerd, Barracks River & Zion Hill as well as other communities. The children that attend the school are from families that are mainly low-income earners. Additionally, more than 80% of the students are attached to the Government's PATH programme. The school however, enjoys good support from the P.T.A. Association whenever the need arises. The school utilizes the Nation Standards Curriculum mandated by the Ministry of Education and supported by the United Church through the School Board. Lessons are held Monday through to Friday between the hours of 8:00 a.m. and 2:30 p.m. The school also offers extra-curricular programs including Music, Physical Education, Library, Spanish and Computer classes. The students are encouraged to participate in Clubs including, Culture, Environmental, 4H, Brownie, Scout, Literacy and Numeracy.



United Way of Jamaica

1.2. Is your organisation a registered (select check box):

Non-government organisation ☐ Community-based organisation ☐

School (x) Other ☐ _____ (please specify)

1.2.1 If your organisation is registered, give the registration number and expiry date: _001724720_____

1.2.2 If your organisation is NOT registered, give the details of your registered sponsor below:

Sponsor's Name	
Sponsor's Address	
Registration No. & Expiry Date	

2. PROJECT INFORMATION

Project title	Library Renovation at Richmond Primary & Infant School
Category of project (select check box)	Educational Opportunity [x]
Location of the project	Parish: St. Mary_____
Total cost of the project	\$495,528
Amount being requested from United Way	\$495,528
Other sources of funding	
Projected start date and expected duration	October 15 - January 15 (3 months)
Project Manager/Coordinator	Brad Nelson
Email Address	bradnelson917@gmail.com
Telephone Number	876-503-7226

UWJ Impact Areas (select check box)		Project Category (select check box)	
x	Educational Opportunity (Helping young people realise their full potential)	x ☐	Improving school infrastructure
		☐	Inclusion of spaces in schools for children with special needs
		☐	Childcare & early childhood development
		x ☐	Literacy development
		☐	STEM/STEAM education
	Health & Humanity (Improving health and well-being for all)	☐	Increasing access to healthcare
		☐	Disease prevention & awareness
		☐	Substance misuse
	Financial Security (Building financial stability and strength)	☐	Sustainable agribusiness activities



United Way of Jamaica

		☐	Strengthening the creative industry for employment/income generation
		☐	Adult education & job training
		☐	Financial education & coaching
		☐	Public benefits access

2.1. Project summary

(No more than 300 words)

E.g., The mission of the Youth Alternatives Project is to effect positive change for 30 at-risk youth living in St. Thomas, Jamaica using highly structured, community-based programming committed to providing the youths with practical life skills and job training by April 2025.

Richmond Primary & Infant School is seeking funding from United Way of Jamaica to support a comprehensive renovation of our school library to create a modern and engaging learning environment for our 103 primary students. The current space is outdated, poorly ventilated, and not conducive to meaningful learning experiences. Our goal is to transform the library into a vibrant space that supports reading development, research skills, and digital learning.

The renovation will include sealing the room and installing an air conditioning unit to provide a comfortable environment all year round. The space will be repainted and retiled to improve the aesthetics of the room. We plan to remove the current partition in place to open the space for more flexible use. We will purchase and install new sturdy shelving and furniture, including desks and chairs for group work and independent reading. Additional electrical outlets will be used to support the use of digital devices to enhance interactive learning opportunities. We will create a technology corner including a smart T.V and computer in the renovated library to help achieve this task.

The entrance to the library will also be relocated to minimize disruption to the nearby grade 4 classroom, which is currently affected by foot traffic. This change will improve the functionality of both learning spaces.

This project will directly benefit all students at Richmond Primary & Infant School by providing a dedicated space for reading and technology based learning. The library will serve as a resource center for teachers and community activities. With the support of United Way of Jamaica, we aim to foster a love of reading and invest in our students' learning environment to support their academic success.

2.2. Problem Statement

(Please describe the needs of the target group and how the project activities will address those needs. 150 words maximum)

Richmond Primary & Infant School is in urgent need of renovation in order to meet the needs of our 103 students. The existing space is hot, poorly ventilated, and uncomfortable creating an environment that discourages prolonged use and engagement. The library lacks adequate space due to a partition that divides the room and restricts movement and flexibility.

Only one side of the room is tiled, and the overall condition of the space including faded paint and worn out fixtures, creates an uninviting atmosphere for young learners. Shelving is insufficient and deteriorating and limits the organization and accessibility of books. The current layout includes an entrance that opens directly into the Grade 4 classroom, causing frequent distractions and disrupting learning in that space.

The library has very few electrical outlets which restricts the use of digital tools and learning devices. There is currently no technology-based learning infrastructure in the library, like a smart T.V or computer, to expose students to modern, interactive learning opportunities.

2.3. Activities to be implemented to achieve expected results *(Please describe the project activities and how they will be implemented)*

Key Activity	Implementation Strategy
Demolish partition to open up library space	Work with mason (signed contract)
Seal library to contain ventilation	Work with mason (signed contract)
Install air conditioning unit to create comfortable environment	Work with A.C. technicians
Paint walls and furniture	Work with parents and community volunteers (sign up sheet)
Installation of new shelves	Work with carpenter (signed contract)



United Way of Jamaica

Source books	Seek support from JLS, Zion Hill Library, and other stakeholder donations
Organize and code library	Work with JLS

2.4. Expected results/outcomes to be achieved. (What do you hope to achieve and by when. How will you measure success? Please be specific)		
Expected Results/Outcomes	Indicators of Success	Means of Verification
<i>E.g., Parents showing increased knowledge in parenting skills</i>	<i>Number of targeted parents demonstrating improved parenting skills</i>	- Pre & post assessment - Surveys
Students consistently engage with the library	Number of students visiting the library	Log in book
Students having increased access to reading material	Number of variety of books in the library	Weekly inventory checks of books in the library
Students demonstrating increased engagement in reading	Number and frequency of books being checked out	Check in/out system records for books in the library
Students showing increase in literacy skills	Number of students demonstrating increase in fluency and comprehension of texts	End of term and year exam results. PEP exam results.
Teachers having increase in access to literacy materials	Number of teachers checking out books that support different reading levels for students	Implementation of guided reading groups
Teachers demonstrating increase in engagement with the library	Number of teachers scheduling class visits to the library	Creating class schedule visitations to the library

2.5. Risk Matrix *(Please fill out the following table)*

Category of Risk	Description	Potential Impact on Project	Likelihood	Risk Response
<i>Choose from the list below. (Select all that apply)</i>	<i>Describe each risk(s) in two sentences maximum</i>	<i>Explain how the risk(s) could affect the implementation of the project in two sentences maximum</i>	<i>How likely is/are the risk(s) to occur?</i> ☐ Low ☐ Medium ☐ High	<i>What will you do to respond to this/these risk(s) (to lower its potential impact and/or likelihood of occurrence)?</i>
☒ External	E.g. Potential violence in targeted communities associated with external gang activities	Project activities may have to be moved to alternative locations and/or timelines revised	Medium	Ensure close communication with community liaison to advise of potential conflicts/tensions within the targeted communities
☒ Financial	Project costs are more than what the grant offers	We run out of funds and are unable to finish the project.	Medium	We will seek support from alumni and stakeholders to cover extra costs.
☐ Operational			Choose an item.	
☐ Safety and Security			Choose an item.	
☐ Timeframe			Choose an item.	
☐ Other			Choose an item.	

2.6. Community Involvement *(Role of the community and/or volunteers if any at all).*



United Way of Jamaica

(Please describe how the community and/or volunteers will be involved in the project. 150 words maximum)

The library renovation project at Richmond Primary & Infant School will be a community effort. Parents, teachers, and local community members will be involved with assisting with the manual labor of this project. Some of these tasks include painting, shelving, moving furniture, and cleaning up the space. Stakeholders will be involved in the planning and decision-making process through PTA meetings ensuring the space meets the needs of both the students and the wider community. This collaborative approach will foster a shared sense of pride and responsibility for maintaining and using the improved library space.

2.7. Partnerships, if any.

(Explain how (if at all) you are working or plan to work with other organisations in your planned activities and which organisations. 150 words maximum)

The Jamaica Family Planning Association will partner with Rise Life Management and with Project Start.

Region 2 of the Jamaica Library Service (JLS) in Portland will help to ensure the successful renovation and operation of the school library. JLS will provide training for staff, students, HEART volunteers, and community members on library management. This includes tasks such as cataloging, shelving, and book rental procedures. They will also offer support by supplying new books and resources to our library. Additionally, the school will reach out to the Zion Hill Branch Library for extra support and resources. With the expertise and support of these two library services, the library will become a well-organized, sustainable learning environment for the students and wider community.

2.8. Sustainability



United Way of Jamaica

(Please state what measures will be put in place to continue financing your activities, especially at the end of support from United Way of Jamaica? 300 words maximum)

To ensure the long-term sustainability of the renovated library, several new measures will be implemented. First, students will be trained in basic library procedures. This training will include how to properly check books in and out, care for library materials, and report any damages to books. Selected students will be chosen to be library monitors and will assist in daily operations, promoting leadership and accountability.

Additionally, volunteers from the HEART program will receive targeted training in library management. These individuals will serve as librarians at the school, ensuring day-to-day operation and upkeep of the library. Their involvement not only provides support to the school staff but also builds local capacity and empowers young adults with valuable vocational skills.

The renovated library will also serve as a resource center and meeting place for the wider community. It will be available for parent-teacher meetings, educational workshops, professional development, PTA functions, and more. The multipurpose will increase community engagement and maintain utility of the space.

Furthermore, the school will use a portion of fundraising efforts and the school budget to annually replenish library materials and handle minor repairs. These sustainability measures will ensure that the library will continue to be an educational and community asset for years to come.

2.9. Project Beneficiaries (who will benefit and how many?)								
Age Group	Males			Females			Total	
	Disabled	Not Disabled	Total Males	Disabled	Not Disabled	Total Females	Disabled	Not Disabled
0-5 yrs	0	0	0	0	0	0	0	0
6-12 yrs	0	54	54	0	49	49	0	103
13-18 yrs	0	0	0	0	0	0	0	0
19-29 yrs	0	0	0	0	0	0	0	0
30-59 yrs	0	7	7	0	16	16	0	23
60+ yrs	0	0	0	0	0	0	0	0
Total			61			65		126



3. PROJECT BUDGET

Budget Item	Your Organisation Funds <i>(if any)</i>	Other Sponsored Funds <i>(if any)</i>	Funds Being Requested from United Way	Overall Total
Carpentry supplies			156,099	156,099
Masonry labor & supplies			100,000	100,000
Air Conditioner			65,000	65,000
Air Conditioner Installation			20,000	20,000
Paint supplies & Plyboards			64,429	64,429
Tiling & labor			55,000	55,000
Carpenter labor			35,000	35,000
TOTAL			495,528	495,528

4. IMPLEMENTATION SCHEDULE

(Use an X to mark the months below)

[illegible]

Purchase and install air conditioning unit												x	
Paint the library walls, tables and chairs.												x	
Build and install new shelves												x	
Source books from JLS and other donors													x
Code books with help from JLS													X
Training for students and teachers on library protocols													x
Train student library monitors													x
Grand opening	x												

5. ADDITIONAL DOCUMENTS

Please provide, along with your application, the following:

- 1.1. A copy of the Approved Charity Certificate from your organisation/sponsor
- 1.2. A list of your executive/management team including their names, email and contact number
- 1.3. Copies of 2-3 quotations/estimates
- 1.4. Any other supporting documents (if the project will include any infrastructure work, please include legal authority to undertake activity)

6. SIGNATURE DETAILS



United Way of Jamaica

I, the undersigned, do hereby confirm that the information appearing in this document is correct and truthful, and that I have read and understood the guidelines and conditions for funding application under the UWJ Grant Funding Programme.

Full Name: ____Brad Nelson____

Signature: ____*Brad Nelson*____

Date (DD/MM/YY): ____12/07/25____

Please Note the following conditions

- 1. The selected organisation will only be granted an amount determined by the United Way of Jamaica. Expenses beyond these amounts will be the sole responsibility of the grantee.*
- 2. Funds allocated by UWJ should only be used for the approved project activities. Any changes to the project must be submitted in writing for review by UWJ before remaining funds can be disbursed.*
- 3. Funds will be disbursed based on the schedule of implementation submitted.*