|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM**  **FOR**  **JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY**  **PROJECTS (GGP/ KUSANONE)** | | | | | |  | |
| 1. **General information on the applicant** | | | | | | | |
| 1. Date of application | |  | | | | | |
| 1. Name of the applicant organization - *Please fill in the formal name of your organization.* | | | | | | | |
|  | | | | | | | |
| (3) Address | | | | | | | |
|  | | | | | | | |
| (4) Contact person | | | | | | | |
| |  |  | | --- | --- | | Name: |  | | Position: |  | | Phone number: |  | | E-mail address: |  | | | | | | | | |
| (5) Responsible individual authorized to sign the Grant Contract | | | | | | | |
| |  |  | | --- | --- | | Name: |  | | Position: |  | | Phone number: |  | | E-mail address: |  | | | | | | | | |
| (6) Status of the applicant: | | | | | | | |
| 1. National and Local NGO (b) International NGO (c) Local government   (d) Medical institute (e) Educational institute (f) Government-related institution  (g) International organization (h) other  *Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.* | | | | | | | |
| (7) Year of Establishment | |  | | | | | |
| (8) Personnel | | | | | | | |
| *Please include a breakdown of the number of staff, members, etc.* | | | | | | | |
|  | | | | | | | |
| (9) Main activities | | | | | | | |
| *If there is any document or booklet introducing your activities, please also attach it.* | | | | | | | |
|  | | | | | | | |
| (10) Financial situation | | | | | | | |
| *Please attach audited financial reports for the past two years. If these are not available, please use the annexed template to provide financial records for the past two years. In addition, if your organization has fixed assets or liabilities, please specify below.* | | | | | | | |
|  | | | | | | | |
| (11) Past assistance | | | | | | | |
| *Has your organization received any financial/ technical assistance from the Japanese government, any other foreign governments, international organizations or NGOs? If yes, please specify below.* | | | | | | | |
| **Year** | **Name of Donor** | | | **Grant Amount** | | **Contacts** | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
| 1. **Project** | | | | | | | |
| 1. Title of the Project | | | | | | | |
|  | | | | | | | |
| 1. Project Site | | | | | | | |
| *Please also enclose a map and indicate the distance from nearest well-known towns.* | | | | | | | |
|  | | | | | | | |
| 1. Background of the Project | | | | | | | |
| *Describe the following points. If necessary, you may prepare the responses on a separate reference document.*  *1. Economic and social situation in the target region.*  *2. Development challenges faced by the population. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.*  *3. Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and need the assistance of GGP/KUSANONE.* | | | | | | | |
|  | | | | | | | |
| 1. Objectives of the Project | | | | | | | |
| *Describe the objectives of the project as clearly as possible.*  *Explain the link of the development challenges and problems to the objectives of the project.* | | | | | | | |
|  | | | | | | | |
| 1. Expected outcome of the Project | | | | | | | |
| *Identify the beneficiaries, their number, location, and anticipated benefits that they will receive as the outcome of the project.* | | | | | | | |
|  | | | | | | | |
| 1. Estimated Cost of the Project | | | | | | | |
| *To the greatest extent possible, please submit estimates/ quotations from three different suppliers for each item to be covered by the GGP/KUSANONE. If not possible, please provide reasons.* *For all equipment, please specify the type and its manufacturer.*  【GGP/ KUSANONE budget】 | | | | | | | |
| **Item** | | | **Unit Price** | **Quantity** | **Total Price** | | **Note** |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
| **Total** | | |  |  |  | |  |
| 【Recipient Organization’s Budget】 | | | | | | | |
| **Item** | | | **Unit Price** | **Quantity** | **Total Price** | | **Note** |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
| **Total** | | |  |  |  | |  |
| 1. Implementation, Operation and Maintenance Plan | | | | | | | |
| *Please explain the capacity of the applicant organization to properly and effectively complete the project, such as:*  *- Recent performance as an organization;*  *-Number of staff to implement the project;*  *-Proof of enough income to complete the project even if an unexpected funding shortfall happens.*  *Describe also your plan for maintenance and management of facilities/ equipment after the completion of the project.* | | | | | | | |
|  | | | | | | | |
| 1. Duration of the project | | | | | | | |
| From MM/YY to MM/YY ( months)  *In principle, the Project should be completed by exactly one year after the contract date.* | | | | | | | |

|  |
| --- |
| **General Instructions**   1. **Responsibilities of the recipient organization**   It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the Project.   1. **Eligible items** 2. The GGP/ KUSANONE mainly supports tangible items such as the construction of primary schools and clinics as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-raising campaign and reinforcement of community association contingent on tangible items may also be eligible for support. 3. The GGP/ KUSANONE does NOT cover the following items: 4. Office expenses (office rental fee, salary for employees etc.) 5. Contingency Funds 6. Expenses incurred on individual or corporate profit-making activities 7. Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.) 8. Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes 9. Research expenses that do not have clear direct benefits for the population.   (3) In general, the following items are not eligible for the GGP/ KUSANONE and should be shouldered by the recipient organization:   1. Operation-related costs (personnel and operational costs, etc. that are indispensable to the project) 2. Maintenance and management costs for the provided goods 3. Vaccines 4. Consumables, small fixtures 5. Books (teaching materials, reference materials for educational projects, books for library collections, etc.) 6. General passenger vehicles (vehicles that are highly universal and can be used for private purpose.) 7. Electronic equipment such as personal computers, etc. 8. Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANONE, account maintenance commission, foreign-exchange fee, etc.) 9. Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments 10. Import-related taxes (customs duty, internal tax, value-added tax etc.).   \***Notes on taxes**   * In principle, the import-related taxes for the items covered by the GGP/ KUSANONE should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures. * Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes.  1. **Opening of a dedicated bank account**   After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. Written consent of the Embassy of Japan is required for the recipient organization to make payments to suppliers or other relevant parties out of the dedicated bank account.  **4 External audit**   1. In principle, after the completion of the project, the recipient organization shall perform an external audit in order to verify that the funds for the project have been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented. 2. The necessary fees for performing the external audit may be eligible for support by the GGP/ KUSANONE. In principle, like other items, a comparison of estimates from three suppliers should be carried out. 3. Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient is required to submit a copy of this report to the Embassy of Japan. This report should contain the following elements: 4. Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.) 5. Verification of facts (procurement and delivery of equipment, use of equipment, etc.) 6. Inspections of the project site (attach photographs to the report). 7. In some exceptional cases, where there are no qualified organizations or individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken.   *Please consult the Embassy of Japan for more details.*   1. **In case of Unforeseen Circumstances**   After the approval and the signature of the Grant Contract, in principle, it is the recipient’s responsibility to properly complete the project even with the occurrence of unexpected circumstances such as an unexpected shortfall.  **6 Reporting**  It is the role of the recipient organization to compile and submit an interim report and a project completion report to the Embassy of Japan. A template will be provided to the recipient by the Consultant.  **7 Visibility**  In order to ensure the visibility of Japan’s grant assistance, the recipient organization shall endeavor to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, placing stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.  **8 Application Attachments**  *Please check those which you have provided and give reasons for those not provided:*   * Map showing project site(s) * Financial report for the past two fiscal years * Estimates/quotations for each good and/or service from three suppliers * Booklet/brochure/document about your organization   *For construction/renovation of facilities*   * Schematic design and/or dimensioned drawing * Floor plan of building to be renovated * A copy of land title or lease contract   *For procurement of equipment*   * Certificate or Permission from the relevant governmental institution to use the equipment   *For procurement of vehicles, including ambulances and fire trucks*   * Proof (or pledge) of necessary parking space and auto insurance   *As necessary*   * Proof of (or pledge of) due environmental and social considerations as well as safety management during construction * Permission of practice from the relevant governmental institution |
| I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.  ,  (Month) (Day), (Year)    (Name of Person in Charge)    (Title)    (Name of Organization)    (Signature) |

**Annex**

****