JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP/ KUSANONE)

Points to remember

1. About The Scheme

The Government of Japan offers a financial assistance scheme for development projects designed to meet the diverse needs of developing countries. Known as Grant Assistance for Grassroots Human Security Projects (GGP) or KUSANONE, this scheme supports projects proposed by local non-profit organizations including non-governmental organizations (NGOs), schools, hospitals and local government authorities aimed to benefit community at grassroots level. In principle, the ceiling of the grant is 10 million Japanese Yen (approximately US$62,000 based on the fixed exchange rate for the fiscal year 2027: 1st April 2027 – 31st March 2028). Projects are expected to be completed within 1 year.

The Embassy of Japan in Trinidad and Tobago is responsible for GGP in the following countries: Guyana; Grenada; Saint Vincent and the Grenadines; Saint Lucia; Suriname

2. Eligible Recipients (Non-Profit Organizations)

- Local and International non-governmental organizations (NGOs)
- Schools or Educational Institutes
- Hospitals or Medical Institutions
- Local Government

In special cases (only if they are the only entities able to successfully carry out the project)

- Government Agency
- Local office of an international organization

3. Eligible Project Areas

The GGP mainly targets projects that aim to meet Basic Human Needs (BHN) and projects that are highly beneficial at the grassroots level and require timely support. Project areas include but are not limited to:

- Poverty Alleviation
- Public Welfare
- Environmental Protection and Disaster Risk Reduction and Management (e.g. Climate Change Adaptation and Mitigation, 3 Rs (reduce, reuse and recycle) and Waste Management)
- Agriculture
- Primary Health Care
- Education

The following projects do not fall within in the scope of GGP support:

- Projects that have uncertain benefits to grassroots activities such as assistance for research by advanced academic institutions and capacity building of the recipient organization.
- Projects limited to commercial activities and creation of employment of particular individuals and organizations and that have uncertain direct benefits to grassroots activities.
- Culture, art and sport projects that are less related to economic and social development.
- Projects with a political or missionary purpose or the intention of military use.
- Projects that are concerned with goods which are harmful to human body (e.g. alcohol)

4. Items That Are Ineligible For Assistance

- Administration and overhead costs, i.e. staff salaries, utilities (electricity, gas, water), housing, office space, car rental, fuel for vehicles, office equipment (photocopy machines, personal computers, printers, fax machines, cellular phones, stationary etc.
- Application costs (cost for assessment, quotations, designs, and postage, etc.)
- Projects which are co-financed with other parties and cannot be completed by the GGP alone
- Consumables (stationary, uniforms, vaccines, etc.) and items for individual and personal use
- Contingencies and maintenance fees
- Items for income-generating projects
- Purchase of land
- Purchase of food and medicines (except for emergency relief)
- Scholarships
- Tax (i.e. VAT), customs and duties, registration/license/certification/bank fees, etc.

The following items are not supported in principle; however, based on the necessity, they might be considered for support. Please note that less priority will be given to those items.

- Programme costs, e.g. salaries of personnel that are essential to support the project's objective, trainer's salary, etc.)
- Books
- Vehicles (special vehicles such as garbage trucks, fire engines, and ambulances.)
- Items not easy to maintain or replace (Electronic equipment such as computers for office use, cameras, etc.)

5. How To Apply

The correct application form should be requested from the Embassy of Japan in Trinidad and Tobago.
Additional required documents include:

(1) Organization's certificate of registration and other brochures/documents introducing your organization
(2) Financial reports of at least 2 most recent years
(3) Written estimates from 3 different suppliers for goods/ services/ facilities/ external auditing
(4) Floor plan of the building/ design specification of the project

This list is not exhaustive and applicants may be requested to provide additional documents depending on the nature of their project; e.g. a confirmation letter from applicants and support letter from the relevant local government.

6. Approval Procedures

The Embassy begins screening applications following the announced application deadline. Shortlisted applicants are contacted as necessary. Funds are provided to selected projects after detailed examination and evaluation by the Government of Japan. Funds are disbursed to successful applicants before the close of the Japanese Fiscal Year (runs from 1st April to 31st March). The Embassy of Japan provides a response in writing to all applicants who have submitted valid applications. GGP Application Form is available on the embassy website.



For further information, please contact:
The Embassy of Japan in Trinidad and Tobago
Phone: (+1 868) 628 5991 ext. 219
E-mail: ggp.emb-jpn-tt@po.mofa.go.jp
Web site: https://www.tt.emb-japan.go.jp/itpr_en/EconomicCooperation.html

Procedure for Grant Assistance for Grassroots Human Security Projects (GGP)

Proposal submission

Non-profit Organization (NGO, school, hospital, municipality, etc.) or Local Government submits project proposal to the Embassy of Japan.

Screening of the proposals and examination of the project

After all applications are received, projects are examined by the Embassy based on the intended objectives, socio-economic impact, feasibility and suitability of project, capability of applicant and project cost. On this basis, potential projects for grant assistance are selected. This process normally at the beginning of the Japanese Fiscal Year (FY) for which the funding will be granted; the Japanese FY runs from 1 April to 31 March.

Site visit

GGP Consultant visits the site or confirms the details of the potential project. This is part of the feasibility assessment and does not guarantee approval of the project.

Recommendation to the Ministry of Foreign Affairs in Japan

The Embassy sends all necessary documents and information to the Ministry of Foreign Affairs (MoFA) in Tokyo. MoFA assesses and decides whether or not the project should be supported by the GGP. If MoFA requests further information, applicants will be informed through the Embassy.

Approval of the Project

The project is approved by MoFA and the Embassy informs the successful applicant.

Grant Contract Signing Ceremony

The Embassy and the recipient organization sign a Grant Contract.

Disbursement of Funds

The recipient organization is required to open a bank account to manage the grant. The recipient organization submits a request for payment to receive the funds.

Project-related payments

The recipient organization is required to request written approval from the Embassy before withdrawing grant funds to make project-related payments.

Implementation of the Project

The grant provided is used **properly** and **exclusively** for the purchase of the products and/ or services specified in the application form of the approved project. Once the grant funds have been disbursed, implementation of the project is expected to proceed in a timely manner and in conformity with the agreed timetable (in principle, within one year).

Change from the original plan

If the recipient organization needs to modify the project plan for any reason, it must consult the Embassy and seek its prior approval. Both the consultation and the approval need to be in written form.

NB: GGP Consultants and/or Embassy officers will visit the project site during implementation and after project completion. The recipient organization is required to maintain good communication with the Embassy and comply with all requests for information.

Reports

An interim report during implementation and a project completion report at the end of the project are required.

Auditing

An external audit is required for after completion of the project.