Japan's Grant Assistance for Grassroots Human Security Projects (GGP) Guidelines for Project Proposal Preparation

About Japanese Grant Assistance for Grassroots Human Security Projects (GGP)

The Grant Assistance for Grassroots Human Security Projects (GGP) is designed to provide assistance to development projects that are implemented by non-profit organizations including non-governmental organizations, community-based organizations and local authorities. (At least two years experience is the prerequisite to apply for GGP.)

Community-based projects concerning facilities and infrastructure will be given the highest priority. As a general rule, GGP will not support projects that are composed of only training or capacity building.

Note:

The project must be completed **within 1 year**.

The ceiling for GGP funds is 10 million Japanese Yen (equivalent to approximately **112,000** USD, subject to exchange rate)

General administration, overhead costs, VAT, and allowance cannot be covered by GGP. (Details are on page 3.)

How to Apply

Proposals for the GGP may be hand-delivered, mailed or faxed to the Embassy of Japan. (No deadline)

First screening of the proposals will be conducted by the Embassy every 2 or 3 months.

Only shortlisted applicants will be contacted.

Contact Details

The Embassy of Japan

Location   : 2nd Floor, Sunshine Building, Bole Road

Opening Hours   : Monday to Friday, 08:30-12:30 hours and 13:30-17:15 hours.
                  Closed on Ethiopian and selected Japanese holidays.

Mailing Address : P.O. Box 5650, Addis Ababa

Telephone   : 011- 5511088   Fax: 011- 5511350

Web site   : http://www.et.emb-japan.go.jp/oda_e.htm

What you have to submit to apply for GGP

1. Project Proposal
2. Audit Report (**The last 3 years**)
3. Map (location of the project site)
4. Site Map (drawing that shows all the project components and where they are situated in the project site)
5. **Certificate of the Registration and License by Charities and Societies Agency** (the Charities and Societies Proclamation No. 621/2009)

<h1 style="text-align:center"><u>What you have to include in your project proposal for GGP</u></h1>

1. Applicant's Profile
Contact address
  (1) Tel, Fax number, P.O.Box, Email, Contact Person
  (2) Year of establishment / Legal status
  (3) Major past achievements (Project title, Year, Donor, Amount of the project)
  (4) External auditing mechanism information
  (5) Information on networking, membership and partnership with other organizations
  (6) The number of staff and his/her position

2. Project Summary (Please write briefly)
  (1) Project title
  (2) Location (kebele, woreda, zone, distance from Addis Ababa)
  (3) Population of the target area
  (4) Major objectives and outputs of the project
  (5) Profile of target group and number of target beneficiaries
  (6) The amount of the grant being requested from the GGP (Maximum **112,000** USD, subject to exchange rate

3. Detailed Project Information
  (1) Background of the project
      Major constraints
      Number of the people who are affected by the problem
      Social and economic status of target beneficiaries
      Relevant Statistical Data for background information if available
  (2) Project objectives
  (3) Expected impact (Including number of target beneficiaries)

4. Project Area
  (1) The availability of land and other necessary resources
  (2) Project site preparation – Physical and legal status of the land / accessibility to basic infrastructure, such as water, electricity and roads.

5. Project Management
  (1) Project Action Plan – including plans for monitoring and evaluation
  (2) Exit Strategy – that ensures **sustainability**

6. Target Group Participation
  (1) Types and activities of community-based organizations (such as school committees, " Iddirs", Kebeles)
  (2) Level of participation of beneficiaries with information on type and amount of their contribution in cash, in kind and in labor.

7. Total Project Cost
The entire project cost should include not only the requested amount from the GGP but also any contributions from the applicant and/or beneficiaries. Note that the ceiling for GGP funds is 10 million Japanese Yen (equivalent to approximately **106,000** USD, subject to exchange rate).

8. Project Duration
The project should be completed within **<u>1 year</u>** after the date the contract is signed.

Please Note:

◆ **The GGP covers only project-related direct costs.**

The Japanese Government **cannot** support the following:

General administration and overhead costs (e.g. Office rent, Staff salary, Car rent, etc.)

Consumables (e.g. Stationery, Uniforms, Laboratory items, etc.)

Contingency

Value Added Tax (VAT)

Bank service charge

Allowance (e.g. Per diem, Food, Refreshments, Tea, etc.)

Items for individual and personal use (e.g. School Tuition, Books, etc.)

Items not easy to maintain or replace (e.g. Computers, Cameras, Printers, TVs, etc.)

Vehicles, Fuel costs

A project which is co-financed with other parties and cannot be completed by the GGP alone. (However, community contributions in kind and/or contributions from the proposing organization are acceptable.)

◆ **The final decision will be made by the Ministry of Foreign Affairs in Japan.**

Since the final decision is made by the Ministry of Foreign Affairs in Japan, it takes time to process project proposals.

◆ **After you sign the contract, you will have an obligation to complete the project.**

The Japanese government cannot provide any additional funding after the approval is given, even if there is a shortage of funds that affects the completion of the project, including any shortfall caused by price escalation, political change, or any other reasons. Implementing organizations must take the responsibility to cover any shortfall and complete the project.

If some items are lost or broken, it is the duty of the organization to replace them or fix them. From this point of view, the Japanese Government is not willing to approve GGP projects that include items that may be difficult to take care of, maintain, or replace.

◆ **5 year operational period (at least) after the completion of the project.**

The Embassy may visit your project site and ask questions about your project during a five year operational period from the date of completion of the project in order to check its sustainability.

◆ **The Embassy cannot consecutively support the same organization that has already received GGP funds.**

In order to assess the sustainability and project impact, an organization needs to wait at least **two years** from the point of completion of the implemented project to apply for GGP again.

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

Step	Procedure
Step 1	**Project Proposal Submission** Non-profit Organization (NGO, school, hospital, municipality, etc) submits project proposal to the Japanese Embassy.
Step 2	**GGP Meeting** The Japanese Embassy holds a meeting to discuss GGP applications every 2 or 3 months to select good/suitable projects to be supported by the GGP scheme. Each applicant will be informed of the decision.
Step 3	**Assessment of the Project** The Japanese Embassy decides whether the project should be supported by the GGP. • Embassy staff contact and meet selected organizations to understand/examine the projects. • The selected organizations submit the necessary documents. Embassy staff visit the project site(s) and examine the necessity and feasibility of the project.
Step 4	**Recommendation to the Ministry of Foreign Affairs in Japan** The Japanese Embassy sends all necessary documents and information to the Ministry of Foreign Affairs (MoFA) in Tokyo, Japan. MoFA checks these documents and makes a decision to approve the project for support by GGP or not. If the MoFA needs additional information, it will contact the Japanese Embassy.
Step 5	**Approval of the Project**
Step 6	**Signing Ceremony** The organization and the Ambassador sign a contract.
Step 7	**Disbursement of the Funds**
Step 8	**Implementation of the Project**
Step 9	**Mid-term of the Project** In 6 months or mid-term of the project, the organization submits **an Interim Report**. Embassy staff visit the project site for monitoring.
Step 10	**Project Completion** After 12 months or the completion of the project, the organization submits **a Final Report** and **Audit Report(s)** by an external and official licensed auditor.
Step 11	**Inauguration Ceremony**
Step 12	**Follow-up Evaluation** • 2 years after the completion of the project, the organization submits **a Follow-up Report.** Embassy staff visit the project site. • The organization is responsible for the project for 5 years after the completion of the project. The Embassy may visit the project site and ask questions about the project during this time.