

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

January 2013, Embassy of Japan in Ethiopia

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 **123,400 USD**, subject to exchange rate)
- General administration, overhead costs, VAT, and allowances cannot be covered by GGP. (Details are on page 3.)

How to Apply

Please submit the following:

1. Project Proposal (Please refer to the Application Form.)
2. Audit Report for your organization (**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 from the Charities and Societies Agency** (the Charities and Societies Proclamation No. 621/2009)

The above-mentioned documents for the GGP may be hand-delivered, mailed or faxed to the Embassy of Japan. All the documents should be submitted to be considered as a prospective candidate.

Each year, the Embassy will start screening proposals to select suitable projects to be supported by the GGP scheme from April, the beginning of the Japanese Fiscal Year, which runs from April 1st to March 31st.

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 13:30-17:00 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

Please Note:

◆ The GGP covers only direct project-related 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.)

◆ For the application process, you need to submit the following:

- Bill of quantities (Pro Forma) for each requested item from 3 different sources. In the case of local governments or governmental institutes (departments), bills of quantities published by respected authorities can be accepted.
- Blueprint for each requested construction (e.g. School blocks, Health posts, Water supply system, etc)

◆ The Japanese Government cannot support any application costs. (e.g. Cost of assessment, bills of quantities, designs, etc)

◆ 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.
- The organization has to consult with the Embassy beforehand on all matters which may have any influence on the execution of the Project, such as changes of the original plan and the contents of the Project, suspension/termination of the Project, or the extension of the completion date of the Project.
- The organization has to provide interim report (within 6 months after the contract date), completion report (upon the completion of the Project, including an audit report on the grant issued by an independent accountant/accounting body), and any other report upon request of the Embassy, in accordance with the Embassy's instruction.
- **The Embassy reserves the right to claim a refund of a portion or the whole of the grant if :**
 - 1) a part or the whole of the grant remains unused when the execution of the Project is suspended or terminated; or 2) the Recipient breaches the grant contract.

- ◆ **5 year operational period (at least) after the completion of the project.**
 - The Embassy may visit your project site and enquire about your project during a five year operational period from the date of completion of the project in order to check its sustainability. The organization should keep accounting documents that verify how the grant was spent during this five year period.
- ◆ **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	Screening of the Proposals Each year, the Embassy will start screening proposals to select suitable projects to be supported by the GGP scheme from April, the beginning of the Japanese Fiscal Year, which runs from April 1 st to March 31 st , Each applicant will be informed of the decision.
Step 3	Assessment of the Project The Japanese Embassy decides whether the project can be supported by the GGP. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 2 years after the completion of the project, Embassy staff visit the project site. The organization may be requested to provide follow up information required by the Embassy. The organization is responsible for the project for 5 years after the completion of the project. The Embassy may visit the project site and enquire about the project during this time.