

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

Embassy of Japan in Ethiopia

## 1. General information about the fund

- The GGP was introduced in Ethiopia in 1989 and over 400 projects have been implemented since then. This scheme is not a charitable donation but a type of ODA (Official Development Assistance) financing provided by the Japanese government.
- The GGP focuses on a range of rural/community development issues such as education, vocational training, water and sanitation, economic growth, health, food security and so forth.
- The Embassy provides the GGP grant directly to NGOs, regional developmental organizations and local governments in Ethiopia to address local needs effectively and promptly.

## 2. Grant amount

In general, the ceiling for GGP funds is ten (10) million Japanese Yen (equivalent to approximately **USD 83,000 for the year 2016**). The amount in USD is based on the fixed exchange rate for the Japanese fiscal year 2016.

## 3. Eligible applicants

Non-profit organizations including:

- Local / international NGOs
- Community-based organizations
- Local governments
- Medical institutions
- Educational institutions

Note:

- At least 2 years of experience as an established institution is the prerequisite to apply for a GGP grant.
- In general, to encourage the sustainability of organizations and equality in distributing funds, the GGP does not support the same organization in consecutive years.

## 4. Applicable projects

The GGP mainly targets the areas that aim to improve Basic Human Needs such as projects highly beneficial at the grass-roots level and those that require timely support on humanitarian grounds.

- Construction / renovation of buildings or infrastructure
- Provision of equipment and materials
- Some soft components can be integrated into a project when the importance of the combination of the component with the construction or provision of equipment to the applied project is recognized.
  - i.e. Technical or educational training/ workshops to complement the above two activities
  - i.e. Capacity development, for example, can fit such case.
- **The project must be completed within 1 year** after the date of the signing of the Grant Contract.

Note: The following areas are not financed by the GGP:

- Projects that are composed of only training, capacity building or research.
- Projects limited to commercial activities and the creation of employment for particular individuals and organizations, and that have uncertain direct benefits for grassroots activities.

## 5. Ineligible items

The GGP covers only direct project-related costs. The GGP **cannot** support the following:

- **General administration and overhead costs** (e.g. office rent, staff salaries, car rent, vehicles, fuel costs, etc.)
- **Value Added Tax (VAT)**
- **Bank service charges** including costs for transferring the grant
- **Contingency**
- Any application costs (e.g. cost of assessment, bill of quantities, designs, etc.)
- Allowances (e.g. per diem, food, refreshments, drinks, etc.)
- Consumables (e.g. stationery, uniforms, laboratory items, vaccines, etc.)
- Items for individual and personal use (e.g. school tuition, books, etc.)
- Items not easy to maintain or replace (e.g. laptop for office use, camera, printer, TV, etc.)
- 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.)

NOTE: A project coordinator fee might be considered. Please consult with us individually if you are shortlisted.

## 6. Selection criteria

The embassy will assess all the submitted applications based on the following criteria:

- Applicant's capacity (prompt response, track record of activities, financial record, implementation capability and monitoring system, and so forth)
- Necessity, urgency, feasibility, impact and sustainability of the proposed project
- Appropriateness and cost-effectiveness of a requested grant

Note: The final decision is to be made by the Ministry of Foreign Affairs in Japan.

## 7. Obligation of the partner organization

After our decision to award the grant, the following obligations are imposed on the partner organization. Please note that if these obligations are not found to be observed, the grant may be terminated or canceled in some cases.

- Establish a separate bank account only for the GGP project, and cover any bank service charges including the transfer fee for the grant.
- Provide the Embassy with procurement contracts for products and/or services after signing the grant contract.
- Provide the Embassy with an interim report, completion report (including an audit report on the provided grant issued by an independent accountant/accounting body), and any other report requested by the Embassy, in compliance with the Embassy's instructions.
- If some items and/or buildings are broken or lost before the completion monitoring, it is the duty of the organization to replace or fix them.
- Consult with the Embassy in writing beforehand on all matters that may have any influence on the execution of the project, such as changes to the original plan, suspension of the project, or the extension of the completion date of the project.
- The Embassy cannot provide any additional funding after approval for the funds 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 reason. Implementing organizations must take the responsibility to cover any shortfalls and complete the project.

- 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; 2) the recipient breaches the grant contract.
- Keep accounting documents that verify how the grant was spent for at least five years after the completion of the project and make sure that the project has been properly maintained and functional during that period.
- The Embassy may visit your project site and inquire about your project during a five year operational period from the date of the completion of the project in order to check its sustainability.
- Partner organizations must maintain a good communication channel throughout the entire project period.

## 8. How to apply

- Read these guidelines and application form thoroughly to familiarize yourself with the GGP scheme.
- Fill in the necessary information requested in the application form.
- Submit completed application form and required attachments to the Embassy of Japan in Ethiopia in person or by postal mail.
- Each year, beginning in April, the Embassy starts screening applications.
- **Only shortlisted applicants will be contacted. We will not respond to any inquiry about the progress of the selection process.**

### List of items to be submitted:

- ☐ Filled out Application Form (English)
- ☐ Audit reports of your organization **for the most recent three (3) years**
- ☐ Copy of the Certificate of Registration and License from the Charities and Societies Agency or operational license
- ☐ Map showing the location of the project site
- ☐ Site map of the project site (if it is a construction project)
- ☐ Specification of the project (e.g. drawing of the buildings for a construction project (i.e. blue print), product specification for equipment)
- ☐ Quotations from three (3) different suppliers (e.g. construction cost, equipment prices)
  - As an exception, quotations may be waived or reduced to 1 or 2 if there are difficulties in acquiring 3 of them for certain items due to the market situation (i.e. for imported items or for items that can be purchased from only one company in Ethiopia).
- ☐ Permission to use the land (for construction projects), or permission to utilize the facility
- ☐ Applicant organization's brochure or anything that can provide basic information about the organization (if any)
- ☐ Complementary
  - There could be more requests for shortlisted applicants depending on the nature of the project; e.g. a letter from applicants confirming that they will follow the GGP fund's policies and a letter of support letter from the relevant local government.

### Contact Details

Embassy of Japan (Attn: GGP Section)  
 P. O. Box 5650, Addis Ababa  
 Telephone: 011- 667-1166  
 Fax: 011- 667-1177  
 Web site: [http://www.et.emb-japan.go.jp/oda\\_e.htm](http://www.et.emb-japan.go.jp/oda_e.htm)

## Procedure for Japan's Grant Assistance for Grassroots and Human Security Projects (GGP)

Step	Procedure
Step 1	<b>Project Proposal Submission</b> Non-profit Organization submits project proposal to the Embassy of Japan.
Step 2	<b>Screening of the Proposals</b> Each year, beginning in April, the Embassy will start screening proposals. Only shortlisted applicants will be contacted.
Step 3	<b>Assessment of the Project</b> The Japanese Embassy decides whether the project can be supported by the GGP. <ul style="list-style-type: none"> <li>• Embassy staff contacts selected organizations in order to understand/examine the projects.</li> <li>• Embassy staff visits the project site and examines the necessity and feasibility of the project.</li> <li>• The selected organizations submit the necessary documents.</li> </ul>
Step 4	<b>Recommendation to the Ministry of Foreign Affairs in Japan</b> The Japanese Embassy sends all necessary documents and information to the HQ of the Ministry of Foreign Affairs (MoFA) in Tokyo, Japan. MoFA checks these documents and decides whether to approve the project for support by the GGP or not. If MoFA needs additional information, selected applicants may be contacted through the Embassy of Japan.
Step 5	<b>Approval of the Project</b>
Step 6	<b>Signing of Grant Contract between the organization and the Embassy of Japan.</b>
Step 7	<b>Disbursement of Funds</b>
Step 8	<b>Implementation of the Project</b>
Step 9	<b>Mid-term of the Project</b> After 6 months or at the mid-term of the project, the organization submits <b>an Interim Report</b> . Embassy staff visits the project site for monitoring.
Step 10	<b>Project Completion and Inauguration Ceremony</b> After 12 months or at the completion of the project, the organization submits <b>a Final Report and Audit Report(s)</b> by an external and official licensed auditor. Embassy staff visits the project site for monitoring.
Step 11	<b>Follow-up Evaluation</b> <ul style="list-style-type: none"> <li>• The Embassy may visit your project site and inquire about your project during a five year operational period from the date of the completion of the project in order to check its sustainability.</li> </ul>