**APPLICATION FORM**

**FOR**

**JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS**

**Please read the guidelines and this application form thoroughly to familiarize yourself with the GGP scheme.**

**Please fill in the necessary information requested in the application form.**

**Please submit the completed application form and documents listed below to the Embassy of Japan in Ethiopia in person or by postal mail.**

□ 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)

• You may submit one quotation at the time of application, but quotations from three different suppliers will be requested for shortlisted applicants.

• 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 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

**SECTION1. APPLICANT’S PROFILE**

**1. Basic information**

(1) Type of organization:

□ NGO □ Local government □ Educational institution

□ Medical institution □ Others ( )

(2) Name of organization:

(3) Address/P. O. Box:

(4) Phone number (Land line):

Phone number (Mobile phone):

Fax number:

(5) Email address:

(6) Responsible individual (Individual, who is authorized to sign the Grant Contract)

Name/Title:

(7) Contact person

Name/Title:

Phone number (Land line):

Phone number (Mobile phone):

Email address:

**2. Detailed information**

(1) Year of establishment (International calendar):

(2) Year of registration with the authorities (International calendar):

(3) Number and location of your office (branches): (4) Organizational structure

(a) Number of paid staff:

(b) Number of unpaid staff:

(c) Management structure:

(Sample)

|  |  |  |
| --- | --- | --- |
| Department | Number of staff | |
| Paid staff | Unpaid staff |
| Board | 0 | 6 |
| Executive Director | 1 | 0 |
| Project Coordinator | 5 | 1 |
| Financial Department | 3 | 0 |
| Total number of the staff |  |  |

**3. Activities**

(1) Vision/Mission of the organization:

(2) Main activities (Please answer the following questions, according to the type of your organization):

•**Local Government**: brief description of (a) the function of your institution, (b) target of the work, etc. (i.e. Conduct programs and research for improving the economic situation of the women in XX region)

•**Educational institution**: brief description of (a) academic courses, vocational training courses, (b) school subjects, (c) background of the beneficiaries, etc.

•**Hospital or other medical/health care institution**: brief description of (a) medical services, research and training on offer, (b) number of beds, (c) number of in-patients/out-patients, etc.

•**NGO and others**: brief description of (a) main activities, etc.

(3) Track record of activities

(a) Please list some major projects implemented for the most recent three (3) years:

|  |  |  |  |
| --- | --- | --- | --- |
| Year /  Title of the project | Major component / Beneficiaries  (No./Type) | Budget  (USD/ Euro / ETB)  (Please specify the currency) | Partner/Donor  (reference: contact person’s name and contact info) |
|  |  |  |  |
|  |  |  |  |

(b) Please list project experiences similar to the project applied for, if any:

|  |  |  |  |
| --- | --- | --- | --- |
| Year /  Title of the project | Major component / Beneficiaries  (No./Type) | Budget  (USD/ Euro / ETB)  (Please specify the currency) | Partner/Donor  (reference: contact person’s name and contact info) |
|  |  |  |  |
|  |  |  |  |

(4) Please describe major achievements and strengths of your organization. Also, why do you think your organization is suitable to conduct the project through GGP?

**4. Financial status**

(1) Do you have an external/internal audit mechanism?

□ YES □ NO

(2) What kind of audit system do you have?

□ External □ Internal □ Others ( )

(3) Income and expenditure of your organization for the most recent three (3) years:

|  |  |  |  |
| --- | --- | --- | --- |
| 20XX | Fiscal Year(Birr) | Fiscal Year (Birr) | Fiscal Year (Birr) |
| Budget carried forward |  |  |  |
| Income |  |  |  |
| Expenditure |  |  |  |
| Balance |  |  |  |

(4) If there was a deficit, please explain the reasons for the deficit and the way to compensate for it:

(5) Main financial source for administration costs for the last year:

|  |  |
| --- | --- |
| Financial source  (e.g. membership fee, income generation activity) | Purpose  (e.g. office rent, salary) |
|  |  |
|  |  |
|  |  |

(6) The percentage of the administration cost, over the total expenditure for the last year:

**SECTION2. PROJECT INFORMATION**

**1. Project title**:

**2. Project site**:

(1) Project site location (Including (a) kebele, woreda, zone, (b) distance from the nearest large town AND Addis Ababa, and (c) accessibility to main road):

(2) Physical and legal status of the land/accessibility to necessary resources (land, water, electricity, etc.):

**3. Project Objective**

(1) Brief description of project objective:

(2) Items requested to be funded through GGP / Their number:

(3) Number/type of the beneficiaries directly targeted by the project:

(4) Project period: From (month, year) to (month, year).

• The project should be completed within 1 year after the date that the grant contract is signed.

**4. Background**

(1) The socio economic status and situation of the target site and beneficiaries including the population of the town (men, women), number of the population which could be the target group of the project, main industry, main products, major occupation, annual income per head and so forth:

(2) Major constraints and needs (Provide relevant statistical data, if available):

**5. Outcome / expected impacts**

(1) How the project would contribute to the accomplishment of the objectives (Use numerical assessment):

(2) Number of potential beneficiaries (i.e. train 100 of G10 graduates every 3 months for them to become economically independent):

(3) Direct / indirect impacts of the project, if anything else:

**6. Activities or efforts that the beneficiaries, local government or your organization have been making to solve the above mentioned constraints. Then, please describe why do you need external assistance, especially our support?** :

**7. Project management**

(1) Project action plan (Including management system, plans for monitoring and evaluation during implementation):

(2) Exit strategy that ensures sustainability (Including the body responsible for management and finance of the facility or equipment after the completion of the project):

(3) Targeted group participation (If the target group participates in the implementation of the project, please describe the type of the participation):

**8. Project budget**

(1) Cost breakdown

• Value-added Tax (VAT), general administration costs and overhead costs cannot be covered by GGP. Please make sure that the acquired quotations DO NOT include VAT and that the applicant secures a budget to cover them on its own.

• If the acquired quotation is in ETB (or in USD), please show the breakdown of the cost in ETB (or in USD).

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Funds  from GGP | Funds from others  (name them) | Total  (ETB / USD) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total without VAT  (ETB) |  |  |  |
| Total without VAT  (USD) |  |  |  |

(2) According to the GGP guidelines, the GGP covers only project-related direct costs. How will you finance other costs such as general administration costs and VAT? :

**SECTION3. OTHER INFORMATION**

**Submitting this proposal means that you agree with the GGP policy.**

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, based on the Embassy’s instructions.

• If some items and/or buildings are lost or broken 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 of the fund 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 receives 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 the 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 organization must maintain a good communication channel throughout the entire project period.

Date:

Name:

Title:

Signature: