

GRANT ASSISTANCE FOR HUMAN SECURITY PROJECTS OF THE GRASSROOTS PROGRAMME (PROGRAMME KUSANONE)

Ministry of Foreign Affairs of Japan

OFFICIAL DEVELOPMENT ASSISTANCE

FOREWORD

Financial assistance to the development projects offered by the Government of Japan is aiming at satisfying various needs in developing countries. This scheme known as GRANT ASSISTANCE FOR GRASSROOTS PROJECTS (GAGP)* – referred hereinafter as Programme Kusanone – supports projects proposed by various organizations, non-governmental institutions and local authorities. Programme Kusanone gained high rating for its flexible and fast assistance for major development projects.

This handout briefly describes the tasks, procedures and other requirements for obtaining assistance within the GAGP scheme.

*Known before as “Small Scale Grant Assistance” (SSGA).

PURPOSE

Programme Kusanone offers grant financial assistance to non-governmental charity and public organizations, hospitals, primary schools and other non-profit organizations to provide support for implementation of the projects of development of local communities.

Availability of the funds of Program Kusanone in each selected country is provided by the Official Development Assistance (ODA) jointly with new types of cooperation that would have direct impact of the welfare of the society.

POTENTIAL RECIPIENTS

In general, any non-commercial organization may become a recipient of the grant assistance under Program Kusanone if their project aims at the development of the community.

Examples of potential recipients of the grant assistance: local and international non-governmental organizations (public and charity), municipal hospitals, primary and junior high schools, kindergartens.

PROJECT AREAS

All small scale development projects can be financed by Program Kusanone. However, the priority will be given to the projects in the following areas:

- HEALTHCARE;
- EDUCATION;
- ASSISTANCE TO SOCIALLY VULNERABLE GROUPS OF PEOPLE;
- PUBLIC WELFARE;
- ENVIRONMENT.

Several examples (incomplete list) of priority projects:

- REPAIR/RESTORATION WORK IN PRIMARY SCHOOLS;
- SUPPLY OF MEDICAL EQUIPMENT TO HOSPITALS;
- CREATION OF BARRIER-FREE ENVIRONMENT (FOR EXAMPLE, CONSTRUCTION OF SLOPES AND ELEVATORS).

Priority areas in each country can be determined by the Embassy of Japan in accordance with the development needs of such country.

GRANT FUNDS

Grant funds of Programme Kusanone are provided after examination and evaluation of each application annually on competitive basis.

Maximum grant amount for one project is approximately 90 thousand US dollars in Ukrainian hryvnias according to the exchange rate on the date of conversion (10 million yen).

These funds may only be used to pay the cost of the equipment or work according to the project (excluding VAT) and to pay for the audit of the project.

Any other expenses pertaining to the implementation of the project (VAT, bank commission fees, other additional expenses etc.) are to be covered by the recipient of by the partner organization.

Exceeding of the budget or including a deficit in the project budget as well as division of one project that exceeds the maximum grant budget into several applications are not allowed.

If the budget of your project exceeds maximum grant amount that can be allocated to one project, you need to reassess the contents of your project because the applications the exceed budget limitations are excluded from the competition and do not get reviewed.

Please note: very frequently messages sent by the coordinators to the e-mail addresses with domain name mail.gov.ua get returned to sender. Whenever possible, please use e-mail addresses with other domain names.

The applicant should note that the following items cannot be paid with the grant funds: salaries, transportation and daily expenses, other administrative expenses and operational expenses of the recipient organization.

Besides, the recipient accepts the obligation to pay bank commission fee for currency conversion (depends on the amount of the grant and is approximately 10000 hryvnias).

HOW TO APPLY

To take part in the project competition you need to send the filled-out application form (in Ukrainian) and relevant additional documents to the Embassy of Japan in Ukraine – via e-mail **kusanone@kv.mofa.go.jp** or via post to the mailing address below:

Embassy of Japan in Ukraine
Business Center Europe 7F
Muzeinyi Lane 4
Kyiv
01901
Tel.: (044) 490 70 76

The Embassy may need to obtain additional information, so it is very important that you indicate you contact phone number (preferably also a cell phone number) and a valid e-mail address.

The application form, full list of necessary documents and instructions regarding how to fill out the application are posted on the homepage of the Embassy of Japan in Ukraine available via the link: [Допомога Японії Україні | Посольство Японії в Україні \(emb-japan.go.jp\)](http://Допомога Японії Україні | Посольство Японії в Україні (emb-japan.go.jp))

If you have questions **you can also consult with the coordinators via phone (044) 490 70 76 or via e-mail kusanone@kv.mofa.go.jp.**

When applying please take the following into consideration:

1) When selecting the projects to provide support for, the Government of Japan gives preference to important and long-term projects that aim at solving the problems pertaining to the basic urgent needs related to life, health and safety of people in local communities. The most important thing is to convince the Embassy that your project will have direct impact on getting such problems solved and will bring

improvement to the life of the population of your community, as well as that your organization is able to manage long-term development projects correctly.

2) As mentioned above, grant funds of Programme Kusanone may not be used to pay salaries, bank commission fees and other additional expenses pertaining to the implementation of the project, so the applying organization needs to prove that they have sufficient funds to cover such expenses.

3) All budget items are to be substantiated by the estimates. The applicant needs to submit estimates from three different suppliers. Under certain conditions (for example, in crisis circumstances of in case of certain type of equipment being available only from one exclusive supplier) the Embassy may waive the condition of three estimates.

GENERAL TIMELINE OUTLINE OF THE PROCESS OF EXAMINATION OF THE APPLICATIONS AND OF IMPLEMENTATION OF THE PROJECTS

March 1 of current year – last day of February of the following year	Acceptance of the applications
March – April	Registration of the applications and notifying the applicants of the registration numbers
May – October	Examination of the applications
November	Notification about the results of the examination of the applications (The results will be sent to all applicants via e-mail to the e-mail address stated in the application.)
January – March	Signing of the Grant Contracts with the winners and payment of the grant funds (no later than March 31)
12 months from the date Grant Contract is signed	Implementation of the project (conducting of construction/repair work, purchase of equipment) and reporting to the Embassy about implementation and completion of the project
Five years after the date of completion of the project	Period of monitoring of the effectiveness of the project by the Embassy

PROJECT SELECTION AND IMPLEMENTATION PROCESS

The Embassy receives a lot of application for grant assistance, so after a detailed examination the grants are provided only to the most suitable projects.

After the Embassy receives the application and additional documents, the examination procedure is as described below.

1) Examination of the project

After the application is received, the project is examined by the Embassy staff. At this stage special attention is paid to the aim of the project, its compliance with the basic need principle as well as its social and economic impact. These factors form the basis for selection of the projects that can potentially receive grant assistance.

2) Online interview and/or site visit

The Embassy staff may conduct an online interview to discuss the details of the application as well as (if necessary) visit the site of the project. At this stage it is very important to provide correct and complete information when requested by the Embassy.

3) Notification about the results of examination of the applications

After the examination of the applications is completed notifications about the results of the contest will be sent to all applicants to the e-mail address stated in the application.

4) Signing of Grant Contract

Grant Contract is signed between the Embassy of Japan in Ukraine and the partner organization. Grant Contract contains the name, the aim and the description of the project, name of the final recipient, item about the designated usage of the grant funds and the exact grant amount to be provided for the project.

5) Payment of the grant funds

Grant funds will be paid in Ukrainian hryvnias according to the exchange rate on the date of conversion to the bank account of partner NGO after the Grant Contract has been signed. After the grant funds have been paid the implementation of the project is to be started in a timely manner in accordance with the approved schedule.

6) Project implementation

Partner NGO is to conclude the equipment and/or service procurement contracts with respective contractors. Such contracts are thoroughly examined by the Embassy of Japan to ensure the prices and the budget are within the acceptable range.

Grant funds must be used in a due manner and exclusively to purchase the goods and/or services necessary for the implementation of the approved project. The permission to use grant funds for payment is granted by the Embassy only after partner NGO has submitted all the documents that prove the transaction (contracts with the suppliers, invoices, work completion acts, transfer and acceptance acts etc.).

7) Reporting

At the discretion of the Embassy of Japan, partner NGO may be required to submit an Interim Report during the implementation of the project. After the project has been completed, Final Report, financial report and the receipts that show how the resources have been utilized are to be submitted.

NECESSARY CONDITIONS

1) Grant funds must be used exclusively within the framework of the project. Embassy of Japan reserves the right to temporarily suspend the payment of the grant assistance or to require for the grant funds to be returned in full in case the funds are used not for the purposes specified by the project or without the Embassy's permission.

2) Partner NGO will need to open a separate bank account (in hryvnias) for implementation of the project.

3) Regardless of the date of signing of Grant Contract, grant funds will be paid by March 31.

4) If partner NGO and the recipient organization consider it necessary to improve the project plan, they must consult with the Embassy and to obtain the Embassy's consent to such changes in advance.