**APPLICATION FORM**

**FOR**

**JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS（THE GGP/KUSANONE）**

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| 1. **General information about the applicant** | | | | | | | |
| 1. Date of application | |  | | | | | |
| 1. Name of the applicant organization | | | | | | | |
| *Please fill in the formal name of your organization.* | | | | | | | |
| (3) Address | | | | | | | |
|  | | | | | | | |
| (4) Contact person | | | | | | | |
| Name:  Position:  Phone number:  E-mail address: | | | | | | | |
| (5) Responsible individual authorized to sign the Grant Contract | | | | | | | |
| Name:  Position:  Phone number:  E-mail address: | | | | | | | |
| (6) Status of the applicant | | | | | | | |
| 1. National and Local NGO, (b) International NGO, (c) Local government,   (d) Medical institution, (e) Educational institution, (f) Government-related institution,  (g) International organization, (h) Other.  *Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.* | | | | | | | |
| (7) Year of Establishment | |  | | | | | |
| (8) Personnel | | | | | | | |
| *In addition to the representative, please include also the number of staff, members, etc.* | | | | | | | |
| (9) Main activities | | | | | | | |
| *If there is a document or booklet introducing your activities, please attach it to this form.* | | | | | | | |
| (10) Financial situation | | | | | | | |
| *Please provide your organization’s financial statements for the past two years in the form attached at the end of this document. In addition, if your organization has fixed assets or liabilities, please specify below.* | | | | | | | |
| (11) Past assistance | | | | | | | |
| *Has your organization received any financial/technical assistance from Japanese government, foreign governments, international organizations or NGOs?*  *If yes, please specify below.* | | | | | | | |
| Year | Name of Donor + Name/Brief Description of the Project | | | Grant Amount | | Contacts | |
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| 1. **THE GGP/KUSANONE PROJECT** | | | | | | | |
| 1. Title of the Project | | | | | | | |
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| 1. Project Site | | | | | | | |
| *Please enclose a map and indicate the distance from nearest well-known towns.* | | | | | | | |
| 1. Background of the Project | | | | | | | |
| *Please reply to the following questions about the end recipient of the grant aid.*  *(A) School or research institute:*  *(i) Year of establishing*  *(ii) Number of teachers (researchers)*  *(iii) Number of students*  *(iv) Educational services provided/Purpose of research*  *(B) Hospital or medical institution:*  *(i) Year of establishing*  *(ii) Number of doctors*  *(iii) Number of nurses*  *(iv) Number of beds*  *(v) Medical treatment provided by your hospital/institute*  *(C) Other institution:*  *(i) Number of employees*  *(ii) Activities/services carried out by the institution*  *Describe the following points. If necessary, please prepare a separate reference document.*  *1. Economic and social situation in the target region/community.*  *2. Challenges faced by the local community which are to be solved by the project.*  *If this is a project for renovation of existing facilities or replacement/supplementation of outdated equipment, please indicate when the original construction was done/original equipment was purchased, and why it must be renovated/replaced/supplemented.*  *3. Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and need assistance of the GGP/Kusanone.* | | | | | | | |
| 1. Objectives of the Project | | | | | | | |
| *Describe the main objectives of the project as clearly as possible.*  *Explain how the objectives are linked to the challenges described in (3) Background of the Project.* | | | | | | | |
| 1. Expected Outcome of the Project | | | | | | | |
| 1. *Identify the number of beneficiaries (people who will directly benefit from using the new equipment/facilities annually). Identify the anticipated benefits that they will receive as the outcome of the project.* | | | | | | | |
| 1. Estimated Cost of the Project   *Please submit estimates/quotations (for the same equipment model or type of works) from three different suppliers for each item to be covered by the GGP/Kusanone. For equipment, also specify its type and manufacturer/country of origin. The cost of external audit must also be included into the Kusanone budget, based on three price estimates.*    【The GGP/KUSANONE Budget】  (This table should include the prices for equipment/works without VAT, the price of external audit without VAT, and the total cost; prices for equipment/works/audit should be based on the collected quotations and correspond to the lowest of them) | | | | | | | |
| Item | | | Unit Price (without VAT) | Quantity | Total Price | | Note |
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|  | | |  |  |  | |  |
| Total | | |  |  |  | |  |
| 【Recipient Organization’s Budget】  (This table should include the cost of VAT for each item of equipment listed in the previous table and/or for the types of work listed, as well as, if applicable, VAT for the audit; you can also indicate the approximate cost of installing an information plate about the project in the recipient institution) | | | | | | | |
| Item | | | Unit Price (VAT) | Quantity | Total Price | | Note |
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|  | | |  |  |  | |  |
| Total | | |  |  |  | |  |
| 1. Implementation, Operation and Maintenance Plan | | | | | | | |
| *Please explain the capacity of the applicant organization to properly and effectively complete the project by providing information about:*  *- Recent performance as an organization/Completed projects*  *- Number of staff to implement the project*  *- Enough income to complete the project even if an unexpected funding shortfall happens*  *Please specify whether the end recipient of the grant aid or the partner NGO will be able to cover the price of VAT, and to refund to the Embassy the cost of bank commissions incurred by the Embassy during the grant money transfer (currency conversion fee, money transfer fee).*  *Describe your plan for maintenance and management of facilities/equipment after the completion of the project.* | | | | | | | |
| 1. Duration of the project | | | | | | | |
| From MM/YY to MM/YY ( months)  *The Project should be completed within one year after the grant contract date.* | | | | | | | |
| **General Instructions**   1. **Responsibilities of the recipient organization**   It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the project.   1. **Eligible items** 2. The GGP/KUSANONE mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-raising campaigns and reinforcement of community association contingent on tangible items may also be eligible for support.   (2)The GGP/KUSANONE **does NOT cover** the following items:  A Office expenses (office rental fee, salary for employees etc.)  B Contingency Funds  C Expenses incurred in individual or corporate profit-making activities  D Providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)  E Expenses linked to substances that may be harmful to the human body, such as alcohol and tobacco  F Research expenses that do not have clear direct benefits for the population  (3) In general, **the following items are not eligible** for the GGP/KUSANONE and should be shouldered by the recipient organization. However, the following items may be supported by the GGP/KUSANONE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established by the recipient organization.  A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)  B Maintenance and management costs for the acquired equipment  C Vaccines  D Consumables, small fixtures  E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)  D General passenger vehicles (vehicles that are universal and can be used for private purpose.)  E Multimedia equipment such as personal computers, etc.  F **Banking fees** (remittance charge and currency conversion fee incurred by the Embassy of Japan in the process of grant money transfer to the bank account of the recipient must be reimbursed to the Embassy’s bank account by the recipient, using the recipient’s own funds; the recipient must also bear potential charges for opening, maintaining and closing a dedicated bank account for the GGP/KUSANONE grant, etc.)  G Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments  H Import-related taxes (customs duty, internal tax, etc.)    \***Notes on taxes**  ・ In principle, the import-related taxes for the items covered by the GGP/KUSANOE should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.   * If the exemption of import-related taxes is impossible, the recipient should bear the burden of these taxes.   ・ The value-added tax (VAT) should be fully paid by the recipient organization or its partner organization.  **3 Opening of a dedicated bank account**  After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It must be used solely for the GGP/KUSANONE project. A written consent of the Embassy of Japan is required for the recipient organization to make every payment to suppliers or other relevant parties out of the dedicated bank account.    **4 External audit**  (1)After the completion of the project, the recipient organization shall perform an external audit in order to verify that the funds for the project have been used in a proper manner. The external audit shall be performed by an organization or individual with official audit qualifications in the country where the project is being implemented.  (2) The necessary fees for performing the external audit may be eligible for support by the GGP/KUSANONE. Estimates/quotations from three different audit companies or individuals should be provided before choosing the auditor.  (3)Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient is required to submit a copy of this report to the Embassy of Japan. This report should contain the following elements:  A Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)  B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)  C Inspection of the project site (photographs should be attached to the report)   1. **In case of Unforeseen Circumstances**   After the approval and the signature of the Grant Contract, in principle, it is the recipient's responsibility to properly complete the project even in the case of unforeseen circumstances such as unexpected budget shortage. However, if such an unexpected shortage is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request support from the Embassy of Japan for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*  **6 Reporting**  The recipient organization shall compile and submit to the Embassy of Japan an interim report (if applicable) and a project completion report using the forms provided by the Embassy of Japan.    **7 Visibility**  In order to ensure the visibility of Japan's grant assistance, the recipient organization shall cooperate with the Embassy of Japan in carrying out PR activities such as: organizing a handover ceremony, attaching stickers «From the People of Japan» (provided by the Embassy of Japan) to the purchased equipment, and establishing an information plate displaying the flag of Japan on the site of the project.  **8 Attachments to this Application Form**  □ Map  □ (For construction of facilities) Construction submittals (Schematic design and/or dimensioned drawing + detailed cost calculations)  □ Financial statements for the past two fiscal years  □ Estimates/quotations from three suppliers for each item/service  □ Estimates/quotations from three audit companies/individuals  □ (For construction of facilities) A copy of land ownership certificate or lease contract  □ (As necessary) Permission of practice from the relevant governmental institution  □(For procurement of equipment, as necessary) Certificate or Permission from the relevant governmental institution to use the equipment  □ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.  □ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction  □ (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and car insurance  □ (To the extent possible) Booklet of your organization | | | | | | | |
| I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.  ,  (Month) (Day), (Year)    (Name of Person in Charge)    (Title)    (Name of Organization)    (Signature) | | | | | | | |

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