

# APPLICATION FORM FOR JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS

※PLEASE TYPE

## I. Executive Summary

### 1. Title of the Project

### 2. Name of the Organization

Indonesian :

English :

### 3. Total Estimated Budget of Project

Indonesian Rupiah :

US Dollars :

### 4. Estimated Amount Requesting From Grassroots Fund

Indonesian Rupiah :

US Dollars :

### 5. Summary of Project

*please describe summary of the project in a few sentences in below table.*

Project Site	
Current Situation/Problem	
Main Activities	
Expected Outcome	
Estimated Target Group / Number of Beneficiaries	Target Group : Direct : Indirect :

## II. Project Background

Please describe following points based on facts and data.

### 1. Project Site

Village/Kelurahan :  
Sub-district :  
District :  
Province :

Distance from Nearest City,

Distance (Km) :

Means of Transport and Duration ( Please describe as example shown below.)

Name of Place	Transport	Duration
Medan - Parapat	Bus	5 hours
Parapat - Bukit Cahaya	Ferry	1 hours
Bukit Cahaya - Kota Maya	Angkot	1 hours
Kota Maya - Empat Mata	Ojek	30 min
Empat Mata - Pisang Pangan Village	Walk	1hours

### 2. Facts about Project Target Community

Population, main source of income, background of community, etc.

### 3. Problems Faced by Project Target Community

Current problems and root causes in the community.

### 4. Background of Funding Needs

Self-funding in the community, limitation of funding by local government, other donors, etc.

### III. Project Implementation Plan

1. Principle Objective(s) of the Project (e.g. farmer economic empowerment, skills development for teachers, increasing awareness of democratic rights etc.)

2. List All Activities of Project (i.e. What actions will be taken to implement the project? e.g. Socialization of the Project with Local Community. Construction of water channel of 2.4 km in length. Skills training for 300 forest rangers. Printing of 20,000 election awareness raising posters.)

3. Role of Stakeholders in Project Management

*Please describe role of stakeholders and staff structure for implementation of the project in chart.*

4. Duration of the Project

\_\_\_\_\_ Months          \_\_\_\_\_ Days

5. Implementation Time Table

*Please Fill out Project Time Table. (Att: "Project Implementation Time Table")*

### IV. Expected Effects and Sustainability of the Project

1. Expected Effects of the Project

*Please describe the relation between the activities of the project and the principle objective(s). How does the project accomplish the principle objective(s) through the activities?*

2. Estimated Population that would be Benefited by the Project and Type of Beneficiaries (e.g. Farmer, Fisherman, Children, Patient, Students, etc)

Type of Beneficiaries :  
Direct :  
Indirect :

3. Role of Stake Holders after Completion of Project

*Please describe WHO will manage project result, and HOW it will be managed in the long-term after the project period has finished.*

*ex) Upon completion of the project, the implementing organization will establish a team which will be responsible for the maintenance activities of the newly established facility. The team will consist of 5 members.  
(write down the name of the 5 members)*

4. In Case of the Projects with Following Conditions:

- \* Implementing organization and project beneficiaries are different;
- \* The beneficiary community is planning to participate in implementation of the project at the project site;

The implementing organization has an ongoing obligation to fully implement, maintain and ensure the security of the outputs from the project to the Embassy of Japan and Consulates general of Japan irrespective of whether there is or there is not a transfer of ownership from the implementing organization to the beneficiary community.

ACCEPT / NOT ACCEPT (circle your choice)

If you accept, please describe the form of responsibility sharing between implementing organization and beneficiary community. (example: the community covers labour costs, maintenance costs for construction and /or equipments etc.)

**V. Project Budget Plan**

1. Estimated Cost of the Entire Project

2. Estimated Amount Requested from Grassroots Fund

3. Should there be any exchange loss due to the change of rates, the implementing organization herewith agrees to bear the remaining costs.

ACCEPT / NOT ACCEPT (circle your choice)

4. Does your Organization Plan to Receive Funds from Another Agency for Project Implementation?

YES

Name of Organization:

Type of Organization (such as Government Donor, Local NGO, International NGO, Local Government, Private Company etc.):

Name of Contact Person :

Tel/Address of Contact Person :

NO

5. What Other Contributions besides Grassroots Fund will be made for Project Implementation?

Institution/Organization	Name	Amount of fund
From Implementing Organization		
From Community/Beneficiaries		
From Local Government		
Others		
ex) Local Government	Pidie Jaya District Government	Rp. 20,000,000-

6. Breakdown of Estimated Amount Requested From Grassroots Fund

Please attach breakdown of the goods/services which you intend to purchase with grassroots fund by filling out the budget form. (Att: "Detailed Project Budget")

Note 1 : All grass roots projects must be audited by external independent auditor. Please include 3 quotations from qualified audit companies.

Note 2 : You may be required to submit a blue print of the construction and land certificate (Akta Tanah) if the project involves building construction.

Note 3 : You may be required to submit quotations for the procurement of certain items or services for the project from 3 separate contractors or suppliers.

Note 4 : The Japanese government may request other documents if deemed necessary.

Place , DD/MM/YY

\_\_\_\_\_  
(Signature of representative)

## PROFIL LEMBAGA / ORGANIZATION PROFILE

- Applicant organization should have more than 2 years of experience in managing reasonably sized projects.
- In case of a civil organization, it needs to possess proper legal status as organization such as;
  - Yayasan (registration to Department of Justice and Human Rights under UU nomor 16 tahun 2001 tentang Yayasan, and nomor 24 tahun 2004 tentang Perubahan Yayasan)
  - Others Status of organization registered in one of the related government ministries, MOU, etc)
- Organization which is only registered under UU nomor 8 tahun 1985 tentang Organisasi Kemasyarakatan cannot apply for this fund.

1. General Information			
Name of Organization	Indonesian :		
	English :		
Address			
Tel		Fax	
Website Address		Email	
Date of Establishment		Place of Establishment	
Type / Legal Status of Organization	Local Government / Yayasan / Hospital / School / INGO / Others(Please write type of organization: )		
<i>In case your organization is not a Local Government Agency, Please Fill in the Below Section</i>			
Date of Establishment at Akta Notaris Office		Register Number of Establishment at Akta Notaris Office	
Basis of Legal Status	<i>Please write full name of document that assures your organization's legal status and was issued by a relevant government department.</i>		
Name of Department/Governmental Institution which issued Registration/Permit/Decree		Date of Register at respective department/governmental institution	
Registration Number at Respective Department/Governmental Agency			
Vision/Mission/ Objectives of Organization			
Main Activities of Organization			
<ul style="list-style-type: none"> <li>• Please attach Copy of Notarial Document(Acta Notaris)</li> <li>• Please attach Copy of Organization Statutes(Anggaran Dasar), By-Laws(Anggaran Rumah Tangga)</li> <li>• Please attach Copy of Registration Certificate with Department of Justice and Human Rights(in case of Yayasan)</li> <li>• Please attach Copy of Official Report from Indonesian Government(Brita Acara Republic Indonesia)(in case of Yayasan)</li> <li>• Please attach Copy of documents to relevant government department or institution(Decre/Permitt/MOU)(in case of non-Yayasan)</li> </ul>			

2. Organizational Structure				
Name of Chairman of Board		Name of Director Nomor Induk Pegawai (In case of Local Government)		
Name of Financial Staff Nomor Induk Pegawai (In case of Local Government)		Name of Staff in Charge of Project Management Nomor Induk Pegawai (In case of Local Government)		
Number of Staffs(Paid)		Number of Staffs(non-paid)		
<i>(in case of Local Government)</i> Population/Area of Administrative Area				
<i>(in case of School, Research Institute)</i> Number of Teachers(Researchers)/ Students/Subject of Research				
<i>(in case of hospital and other medical institute)</i> Number of Doctors/Nurses/ Beds/Type of Medical Services				
<ul style="list-style-type: none"> <li>• Please attach Copy of Organization Structure Chart</li> <li>• Please attach Copy of Curriculumvitae of Executive Director and Project Responsible Person</li> </ul>				
3. Finance				
<ul style="list-style-type: none"> <li>• Please attach Copy of Financial Report of Organization for Last 2 Years.</li> <li>• Please attach Copy of Budget of Fiscal Year 2010</li> <li>• Please attach Copy of Balance Sheet of Organization within the last 2 Years</li> <li>• Please attach Copy of Financial Audit report from the last 2 years (in case your organization underwent a financial audit)</li> </ul>				
4. Project Experiences( Please describe past experiences of projects)				
Year, Month	Project Name	Amount	Name of Donor Agency	Contact Person and Telephone Number at Donor Agency
5. Contact Person(Please write the details of a person in the organization who knows well about the project and can be contacted by the Embassy and Consulates general of Japan)				
Name				
Position				
Tel		HP		
Fax		Email		

## **Attachment Check List**

### **I ) About the Organization**

- Photocopy of notarial document (akta notaris)
- Photocopy of organization statutes (anggaran dasar)
- Photocopy of organization by-laws (anggaran rumah tangga)
- Photocopy of registration certificate with the Department of Justice and Human Rights (if a foundation)
- Photocopy of official report from the Indonesian Government
- Photocopy of registration documents to relevant government department or institution (if not a foundation)
- Organization Profile
- Structural diagram of organization
- CV of the Executive Director and staff responsible for the project
- Photocopy of financial report from the last two years
- Photocopy of balance sheet from within the last 2 years
- Photocopy of Tax Identification Number (NPWP)
- Certificate of Domicile

### **II ) About the Project**

- Application cover letter from the head of the organization addressed to the Embassy of Japan or Consulates general of Japan
- Application form in the Embassy of Japan format
- Detailed project budget
- Project implementation timetable
- Diagram showing structure of people responsible for the project within the organization
- Map of project location
- Photos that give a clear indication of the current situation
- A letter of recommendation for the organization also giving permission to implement the project from the regional government (district or provincial level).

### **III) Furthermore, the Embassy of Japan or Consulates general of Japan may request the following documents.**

- Photocopy of organization audit report for the last two years
- Price quotations from three different vendors or contractors
- For construction projects, blue prints/plan drawings and Land Certificate (Akta Tanah)
- Others