

**APPLICATION FORM  
FOR  
JAPAN'S GRANT ASSISTANCE FOR  
GRASSROOTS PROJECTS (THE GGP/KUSANONE)**

<b>1. General information on the applicant</b>	
(1) Date of application	
(2) Name of the applicant organization	
<i>Please fill in the formal name of your organization.</i>	
(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	
(a) National and Local NGO (b) International NGO (c) Local government, (d) Medical institute (e) Educational institute (f) Government-related institution, (g) International organization (h) other)	
<i>Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.</i>	
(7) Year of Establishment	
(8) Personnel	
<i>In addition to the representative, please include also the number of staff, members, etc.</i>	

(9) Main activities			
<i>If there is certain document or booklet introducing your activities, please attach it to this form.</i>			
(10) Financial situation			
<i>Please explain the financial record for the past two years by filling in the annexed form. In addition, if your organization has fixed assets or liabilities, please specify below.</i>			
(11) Past assistance			
<i>Has your organization received any financial/technical assistance from Japanese government, foreign governments, international organizations or NGOs? If yes, please specify below.</i>			
Year	Name of Donor	Grant Amount	Contacts
<b>2. PROJECT</b>			
(1) Title of the Project			
(2) Project Site			
<i>Please enclose a map and indicate the distance from nearest well-known towns.</i>			
(3) Background of the Project			
<i>Describe the following points. If necessary to provide details, please prepare a separate reference document.</i>			
<i>1. Economic and social situation in the target region.</i>			
<i>2. Development challenges faced by the population. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.</i>			

3. *Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and you need assistance of the GGP/KUSANONE .*

(4) Objectives of the Project

*Describe the objectives of the project as clearly as possible.  
Explain the link of the development challenges and problems to the objectives of the project.*

(5) Expected outcome of the Project

*Identify the beneficiaries, their number, location, and anticipated benefits that they will receive as the outcome of the project.*

(6) Estimated Cost of the Project

*To the greatest extent possible, please submit estimates/quotations from three different suppliers for each item to be covered by the GGP/KUSANONE. If not possible, please provide reasons. As for equipment, please specify the type and its manufacturer.*

**【The GGP/KUSANONE Budget】**

Item	Unit Price	Quantity	Total Price	Note
Total				

**【Recipient Organization's Budget】**

Item	Unit Price	Quantity	Total Price	Note
Total				

(7) Implementation, Operation and Maintenance Plan

*Please explain the capacity of the applicant organization to properly and effectively complete the project such as;*

- Recent performance as an organization*
- Number of staff to implement the project*
- Enough income to complete the project even if an unexpected funding shortfall happens*

*Describe also your plan for maintenance and management of facilities/equipment after the completion of the project.*

(8) Duration of the project

From MM/YY to MM/YY (    months)

*In principle, the Project should be completed within one year after the 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.

#### **2 Eligible items**

(1) 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-rising campaign 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 on individual or corporate profit-making activities

D Funding and items aimed at 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 indulgences that may be harmful to the human body, such as alcohol and cigarettes

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 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 provided goods

C Vaccines

D Consumables, small fixtures

E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)

F General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)

G Electronic equipment such as personal computers, etc.

H Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANONE, account maintenance commission, foreign-exchange fee, etc.)

I Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments

J Import-related taxes (customs duty, internal tax, value-added tax etc.)

#### **\*Notes on taxes**

• In principle, the import-related taxes for the items covered by the GGP/KUSANONE should

be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.

- Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes.
- On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes.
- As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes. *Please consult the Embassy of Japan for more details.*

### **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 is preferable to adopt the special banking contract schemes, where 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. On this matter, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank in the country where the project is implemented.

### **4 External audit**

- (1) In principle, 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. In principle, the external audit shall be performed by an organization or individual with official audit qualification 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. In principle, like other items, a comparison of estimates from three suppliers should be carried out.
- (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 Inspections of the project site (attach photographs to the report)
- (4) In some exceptional cases, where there are no qualified organizations or individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult the Embassy of Japan for more details.*

### **5 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 when unexpected circumstances such as an unexpected shortfall happen. However, if such an unexpected shortfall 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 to the Embassy of Japan a support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*

### **6 Reporting**

It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report if applicable and a project completion report using the formats in annex.

## **7 Visibility**

In order to ensure the visibility of Japan's grant assistance, the recipient organization shall endeavor to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

## **8 Attachments to this Application form**

### **(1) 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 Ministry of Justice and Human Rights (if a foundation)
- Photocopy of official report from the Indonesian Government
- Photocopy of registration documents to Ministry of Home Affairs (if not a foundation except for a government institution)
- Organization Profile
- Structural diagram of organization
- CV of the Executive Director and staff responsible for the project
- Financial report for the past two years
- balance sheet
- Photocopy of Tax Identification Number (NPWP)
- Certificate of Domicile

### **(2) About the Project**

- Application cover letter from the head of the organization addressed to the Embassy of Japan or Consulates general of Japan
- Detailed project budget
- Project implementation timetable
- (For construction of facilities) Schematic design and/or dimensioned drawing
- (For construction of facilities) A copy of land title or lease contract
- Diagram showing structure of people responsible for the project within the organization
- Map of project location
- Estimates/quotations for each good and/or service from three suppliers
- 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).

### **(3) 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
- (As necessary) Permission of practice from the relevant governmental institution
- (For procurement of equipment) 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 auto insurance
- (To the extent possible) Booklet of your organization
- Others

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)

\_\_\_\_\_

Financial report for the past two years		
Applicant Organization:		
		(Currency: )
Item	20XX	20XX
<b>Income</b>		
<b>Total (A)</b>		
<b>Expenditure</b>		
<b>Total (B)</b>		
<b>Balance (A)-(B)</b>		
【Example】		
		(Currency: USD)
Item	2017	2018
<b>Income</b>		
Grant from Donors <i>(Please specify their names)</i>	40,000	50,000
Budget allocation from the Ministry of Health	12,000	11,000
Medical treatment fees	9,000	9,500
Prescription charges	1,000	1,200
<b>Total (A)</b>	<b>62,000</b>	<b>71,700</b>
<b>Expenditure</b>		
Labor	45,000	42,000
Purchase of Medicine	1,200	1,200
Meals for Patients	5,000	6,000
Cleaning	500	550
Electricity	1,300	1,450
Water	1,250	1,580
Fuel	3,500	3,280
<b>Total (B)</b>	<b>57,750</b>	<b>56,060</b>
<b>Balance (A)-(B)</b>	<b>4,250</b>	<b>15,640</b>

## 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	Yayasan / Hospital / School / INGO / Others(Please write type of organization: )		
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(Tambahan Berita Negara Republic Indonesia)(in case of Yayasan)</li> <li>• Please attach Copy of documents to relevant government department or institution(Decree/Permitt/MOU)(in case of non-Yayasan)</li> </ul>			
2. Organizational Structure			

Name of Chairman of Board		Name of Director	
Name of Financial Staff		Name of Staff in Charge of Project Management	
Number of Staffs(Paid)		Number of Staffs(non-paid)	
<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>• <i>Please attach Copy of Organization Structure Chart</i></li> <li>• <i>Please attach Copy of Curriculumvitae of Executive Director and Project Responsible Person</i></li> </ul>			
<b>3. Finance</b>			
<ul style="list-style-type: none"> <li>• <i>Please attach Copy of Financial Report of Organization for Last 2 Years.</i></li> <li>• <i>Please attach Copy of Budget of Fiscal Year</i></li> <li>• <i>Please attach Copy of Balance Sheet of Organization within the last 2 Years</i></li> <li>• <i>Please attach Copy of Financial Audit report from the last 2 years (in case your organization underwent a financial audit)</i></li> </ul>			
<b>4. Project Experiences( Please describe past experiences of projects)</b>			
Year, Month	Project Name	Amount	Contact Person and Telephone Number at Donor Agency
<b>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)</b>			
Name			
Position			
Tel		HP	
Fax		Email	