GUIDELINES FOR APPLICATIONS TO JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS PROJECTS

(Revised in September 2027)

1. RECIPIENT ORGANIZATION

a) Organizations that work in the field of development at the grassroots level of society and **have formal legal status**, such as the following are eligible:

- Foundation (*Yayasan*) or Associations (*Perkumpulan, Perhimpunan, Asosiasi*) who hold a formal legal status.
- Educational, research, health organization etc.**

1) *In principle, international organizations/INGOs are eligible for funding. However, in practice **local organizations are given priority**.*
2) **Foundation in this case refers to an organization that has legal status as stipulated in Law No. 16, 2001 abouts Foundations and Law No. 28, 2004 which is a revision of Law No. 16, 2001 abouts Foundations.*
3) ***Organizations in this case refers to organizations that have legal status based on a legal decree or a legal permit from the relevant governmental department or authority.*
4) *Non-Governmental Organizations and Community Groups that are only based on Law No. 8, 1985 abouts Community Organizations do not fulfill the conditions to become a recipient organization of the assistance.*

b) The organization must have at least 2 years experience in the particular field of the Application and have adequate capacity to manage the project to be eligible. (Even if the project contents are good, if it is deemed that the capacity of the organization to manage the project is lacking or there is a lack of experience, there is a chance that the project will not be approved)

c) Individuals and for-profit organizations are not eligible as recipients.

d) The Central Government of Indonesia and International NGOs are not eligible to apply, except under certain conditions, namely; situation of emergency, special projects that are considered to have an exceptionally big impact to Grassroot people, or under circumstances where we find it difficult to run the project without the involvement of related department.

2. PROJECT AREAS

a) As long as the development project is geared toward grassroots assistance or human security, it is eligible for financing under the Grant Assistance for Grassroots Projects scheme (GGP). The following areas account for the majority of the projects approved :

- Primary health care
- Primary education
- Poverty relief
- Public welfare
- Promotion of culture and higher education
- Infectious diseases, the environment and other global issues
- Conflict refugees and internally displaced people
- Protecting people from threats

b) It is preferable if multiple projects covering several fields can be coordinated in a comprehensive manner in a particular area. Examples of some but not all eligible projects are listed below.

- Efforts to prevent contagious diseases such as malaria and HIV/AIDS
- Disaster risk reduction
- Rehabilitation of agricultural facilities and capacity building of farmers in areas affected by conflict
- Refurbishment and supply of equipment for primary schools
- Refurbishment and supply of medical equipment for hospitals
- Excavation of wells for the supply of clean water
- Vocational training for the handicapped
- Vocational training for the empowerment of women
- Transportation costs for sending secondhand goods such as fire engines, ambulances, bicycles, desks and chairs

c) Priority areas and detailed conditions shall be determined by the Embassy of Japan or consulate in each country, according to the development needs of that country.

d) In principle, Grassroot supports the purchase of equipment, facilities, and machinery, as well as the construction of buildings and other infrastructure.
Soft components such as training programs may be accepted under special conditions.

e) Purchase of Japanese equipment, facilities and machinery is highly recommended.

3. PROJECTS THAT ARE NOT ELIGIBLE

Please note that the below projects are not eligible for assistance through GGP

- Assistance for research at higher education institutions such as universities and colleges
- Organizational capacity building
- Assistance specifically aimed for commercial activities and job creation
- Projects that do not have a direct connection with development such as cultural, artistic and sporting activities
- Projects that have a political or religious objective
- Projects that do not have a clear positive impact for the local community

4. AVAILABLE FUNDS

- The maximum amount of funds available per project is 25 milllion Japanese Yen. This amounts to around 2,500 million Indonesian Rupiah depending on the exchange rate at that time. The organization is required to submit a detailed budget.
- After applications have been submitted, the Government of Japan will undertake surveys before determining which organizations will be funded.
- In the case that funds used for purposes other than the original plan agreed to, or if there are remaining funds at the close of the project, the receiving organization is required to return all or part of the funds to the Embassy of Japan or Consulates general of Japan.

5. COSTS THAT CAN NOT BE FUNDED

Please note that the following costs can not be funded by GGP

- Meal expenses
- Operational costs of the recipient organization such as salaries, stationery, utilities and office rent.
- Maintenance costs for facilities, equipment and buildings funded by GGP.
- Initial cash capitol for micro-finance and micro-credit.
- Expenses for personal usage such as scholarships, housing, foodstuffs, and consumables (except in the case of emergency humanitarian relief)
- Land procurement or rental
- Research that does not have a clear positive impact on local community
- Expenses such as taxes, duties, tariffs, VAT, permit fees, license fees, and bank administrative and transfer fees, etc

- Costs for installing electricity, water and other utilities to individual houses especially for clean water facility projects and electrification projects
- Costs that are deemed to lack a clear connection with the objectives of the Project
- Personal computer and other electronic devices (However, in exceptional cases, support may be provided if there is a genuine need and an adequate maintenance and management system has been established)

6. PROJECT IMPLEMENTATION PERIOD

The project must be completed within one year of the signing of the grant contract.

7. HOW TO APPLY

a) If your project site is NOT in the following area:
Jawa Timur, Kalimantan Timur, Kalimantan Utara, Kalimantan Selatan, Aceh Nangroe Darusalam, Sumatera Utara, Sumatera Barat, Jambi, Riau, Kepulauan Riau, you start from Pre-Registration Online before you send the application to Embassy of Japan in Jakarta. If you apply for Public-Private Partnership type, follow this procedure as well.

⇒Pre-Registration Online (Do not send the application yet) **[Link]**
-Sample for answering Pre-Registration Online **[Link to Sample] (in Indonesian only)**

b) If your project site is in:
-Jawa Timur, Kalimantan Timur, Kalimantan Utara, Kalimantan Selatan,
⇒Send the application to Consulate General of Japan at Surabaya
-Aceh Nangroe Darusalam, Sumatera Utara, Sumatera Barat, Jambi, Riau, Kepulauan Riau
⇒Send the application to Consulate General of Japan at Medan

c) Timing of Pre-Registration Online/Application Submission : Pre-Registration Online (For Embassy)/ Submitting application (For Consulate Generals) are accepted at any time.

*Application Documents: Send by Email to Embassy/Consulate in your area. In case Email is not available, you may send by post.

d) Language of Submission : Applications may be written in Indonesian, English.

e) Use the application form designated by Embassy of Japan [Link in Indonesian]. You also use the forms provided by Embassy of Japan for some of the necessary documents (Detailed Project Budget, ,Project Time Table and Balance Sheet). You may use your own forms for other documents.

8. Documents for submission

Note:
-Check the areas mentioned above. If your project site is in the areas mentioned above that are covered by Embassy of Japan, refrain from sending application documents before Embassy of Japan inform you of the result of Pre-Registration Online.
- Use the application form designated by Embassy of Japan [Link in Indonesian]. You also use the forms provided by Embassy of Japan for some of the necessary documents (Detailed Project Budget, ,Project Time Table and Balance Sheet). You may use your own forms for other documents.

a) The following documents are required for Application submission. For further inquiries, please contact Embassy of Japan in Jakarta or Consulates General of Japan where the applications should be submitted.

b) Originals of the following documents(scanned copy accepted) must be attached to the Application.

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 gazette 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
- ☐ 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

9. CAUTIONARY NOTE

- Use the application form and other documents prepared by Embassy of Japan [Link in Indonesian] when you send application to Embassy/Consulate General of Japan.
- GGP funding is managed by the Government of Japan. It is not managed by any other foreign or local agents or institutions.
- The Embassy of Japan and Consulate General of Japan does not collect any fees throughout the proposal application process including for consultations, submission and other services.
- Submission of Applications through an agent or other third party does not guarantee the success of that Application because the Embassy of Japan and Consulate General of Japan does not have any connection with such agents. Submission through an agent may lead to the Application going missing and not being submitted at all to the Embassy of Japan or Consulate General of Japan.
- The Embassy of Japan and Consulate General of Japan is not responsible for costs incurred by the organization during the application process even if the Application is approved for funding.
- The Embassy of Japan and Consulates General of Japan strongly recommends that organizations planning to submit an Application or would like to consult further about GGP, should contact the Embassy of Japan or Consulate General of Japan directly without going through an agent or third party.

If you have any inquiries on Applications, application procedure, etc, please contact **directly** to the Embassy of Japan or Consulate General of Japan at addresses below.

Embassy of Japan, Grassroots Section
Jl. M.H. Thamrin No. 24,Jakarta 10350
Tel : +62-21-3192-4308
Fax : +62-21-315-7152
Email: grassroots@dj.mofa.go.jp

Consulate General of Japan at Medan
Grassroots Section
Wisma BII 5th Floor
Jl. P. Diponegoro No.18, Medan 20152
Tel : +62-61-4575193
Fax : +62-61-4574560
Email: konjen@mn.mofa.go.jp

Consulate General of Japan at Surabaya
Grassroots Section
Jl. Sumatera No.93, Surabaya 60281
Tel : +62-31-5030008
Fax : +62-31-5030037
Email: grassroots@sb.mofa.go.jp

Consulate General of Denpasar no longer handle Grassroots