



Grant Assistance for Grass-roots Human Security Projects

MINISTRY OF FOREIGN AFFAIRS,
JAPAN



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INTRODUCTION

The Japanese Government offers a financial assistance scheme for development projects designed to meet the diverse needs of developing countries. Known as Grant Assistance for Grass-roots Human Security Projects (GGP)*, this scheme supports projects proposed by such bodies as nongovernmental organizations (NGOs) and local government authorities. The GGP has acquired an excellent reputation for providing flexible and timely support to development projects at the grass-roots level. This pamphlet outlines the objectives, procedures, and other requirements for obtaining assistance under the GGP.



* Previously known as Small-Scale Grant Assistance (SSGA) and Grant Assistance for Grass-roots Projects (GGP).

OBJECTIVES

The GGP provides nonrefundable financial assistance to NGOs, hospitals, primary schools, and other nonprofit associations to help implement their development projects.

The availability of GGP funding in each eligible country provides Japanese ODA with a new means of cooperation that has a direct impact on the well-being of grass-roots communities.

ELIGIBLE RECIPIENTS

Any type of nonprofit organization is eligible to be a GGP recipient. The only requirement is that it be a nonprofit organization implementing development projects at the grass-roots level in eligible countries. (Individuals and profit-making companies are not eligible.)

The followings are examples of potential recipients: international or local NGOs (of any nationality, except those eligible for the Grant Assistance for Japanese NGOs), local authorities, hospitals, primary schools, and other nonprofit associations. In particular cases, governmental institutions and international organizations may also be the recipients of assistance.

PROJECT AREAS

1) As long as the development project is geared to grass-roots assistance, it is eligible for financing under the GGP. However, the following areas account for the majority of the projects approved:

- *primary health care*
- *primary education*
- *poverty relief*
- *public welfare*
- *environment*

Some examples (not an exhaustive list) of eligible projects are:

- *refurbishment and supply of equipment for primary schools*
- *refurbishment and supply of medical equipment for hospitals*
- *excavation of wells*
- *vocational training for the handicapped*
- *vocational training for the empowerment of women*
- *transportation of secondhand goods, such as fire engines, ambulances, bicycles, desks, and chairs (Transportation costs of consumables and personal property [ex. old clothes, stationery, foodstuffs] are not eligible for GGP except in case of emergency humanitarian relief.)*
- *activities related to antipersonnel land mine demining, support for victims, education for mine-avoidance*
- *financing micro-credit activities*

2) Priority areas and detailed conditions shall be determined by the Japanese embassy or consulate in each eligible country, according to the development needs of that country.

AVAILABLE FUNDS

GGP (Grant Assistance for Grass-roots Human Security Projects) funds are provided to the recipient organization after an examination and evaluation of each application by the Japanese Government on an annual project-by-project basis.

The grant amount per project is generally under 10 million yen. (The maximum grant amount is 100 million yen.) Prospective applicants should note that the following budget items cannot be financed: consumables (except in case of emergency relief or for humanitarian needs), running and maintenance costs of facilities and equipment, and administrative costs of the recipient organization.



Left: Auditorium construction project at San Francisco School in Zacatecoluca, La Paz (El Salvador, 2002)



Above right: Creation of Training Manufacturing Center "Ziyo" (Uzbekistan, 2000)



Below right: Supply of Ambulance for Tanzania Heart Institute (Tanzania, 2002)

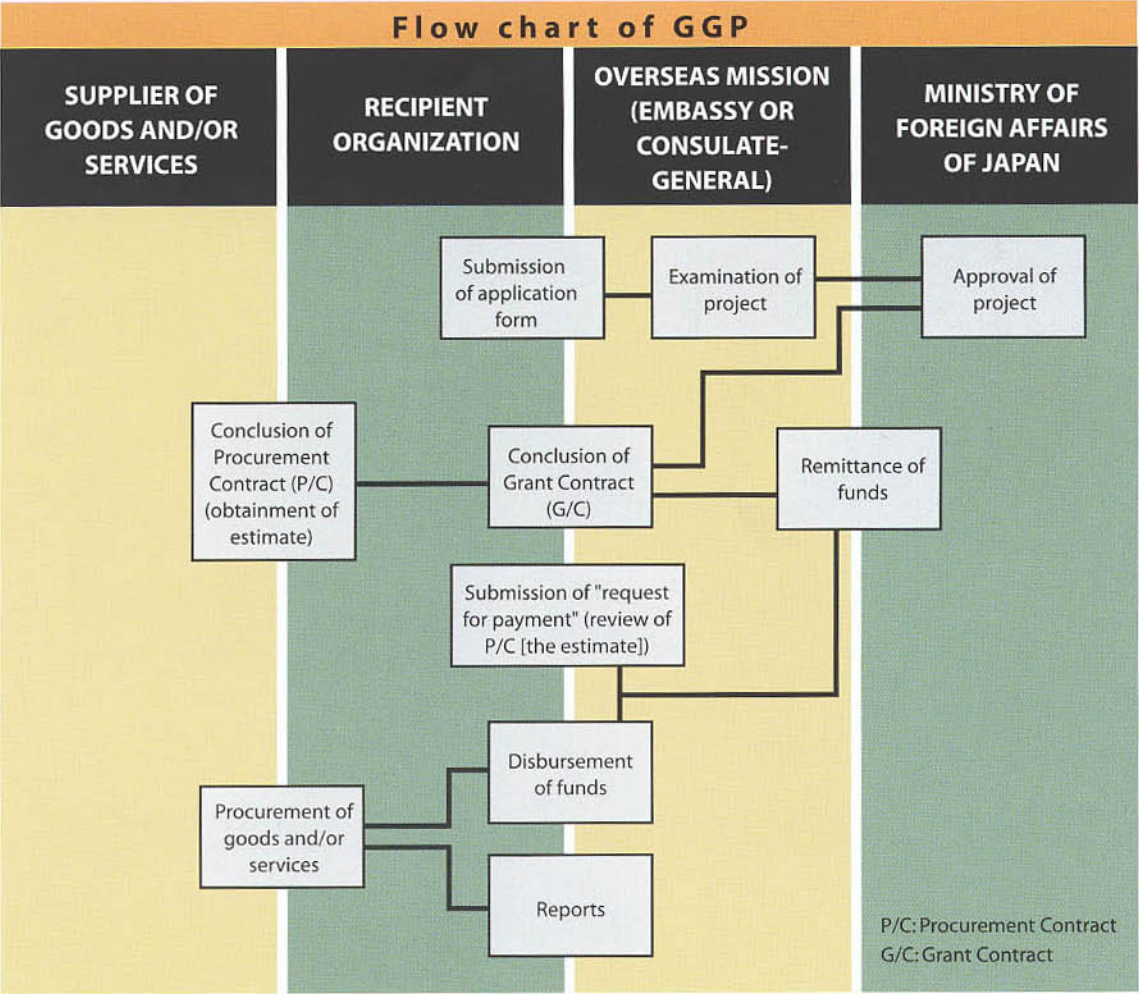
HOW TO APPLY

If your organization satisfies the conditions described above and you want to receive GGP funds to implement a development project, you should submit an application form to the Japanese Embassy or Consulate in your country. (In certain countries, you may submit your application to the Japanese Consulate-General.) The application form must be accompanied by a detailed budget for the project, a map showing the project site, a feasibility study for the project, estimates for the goods and services that will be purchased by the grant (from three different suppliers), a brochure and a copy of the regulations, and the annual budget of your organization.

Please take or send the application form and other required documents to a local Japanese Embassy or Consulate. As we may need to ask you for additional information, it is essential that your organization provide a point of contact.

When submitting your application form, please note the following points:

- 1) In selecting projects for funding, the Japanese Government places a high priority on the impact and sustainability of the project. First and foremost, you must convince the Japanese Embassy or Consulate that your organization can manage a sustainable development project well. A detailed description of the past achievements of your organization would therefore be appreciated.
- 2) As mentioned above, the Japanese Government cannot provide funds for salaries and other recurrent operational costs. The recurrent costs associated with the project must therefore be independently financed by your organization. In order to convince the Embassy that you can maintain the project, you must show that your organization has sufficient funds to cover running costs.
- 3) Pro forma estimates must be supplied for each budget item so that we can ensure value for money. Wherever possible, you should submit estimates from three different suppliers. In certain circumstances (e.g., in emergency situations or where there are only a limited number of suppliers), the Embassy may waive the requirement for three separate estimates.



Left: Construction of Reservoir in Pisac (Peru, 1999)

Right: Project to supply equipment and materials to the school "Terre des Hommes" for vocational training for women and literacy and aesthetic education for street children (Cote d'Ivoire, 1998)



APPROVAL PROCEDURES

The Japanese Government cannot support every project that is submitted. Funds are provided to appropriate projects after detailed examination and evaluation by the Japanese Government.

After a Japanese embassy or consulate receives the application form and accompanying documents from the applying organization, the embassy or consulate will take the following steps:

- 1) **Examination of the project:** When the application is received, the project is examined by embassy or consulate staff, who pay particular attention to the objectives, socioeconomic impact, and cost of the project. On this basis, potential projects for grant assistance are selected.
- 2) **Site visit:** The embassy staff will visit the site of the potential project. The embassy or consulate will then make a determination to provide assistance, which next has to be approved by the Ministry of Foreign Affairs in Tokyo.
- 3) **Grant Contract:** The Japanese embassy or consulate and the recipient organization will then sign a Grant Contract. The Grant Contract contains the title and objectives of the project, the name of the recipient organization, the rights and obligations of each party, the maximum amount that will be provided for the execution of the project, the submission date of interim/final reports, and the completion date of the project.
- 4) **Disbursement of funds:** The recipient organization must submit a request for payment with relevant documents to actually receive the funds.
- 5) **Implementation of project:** The grant should be used properly and exclusively for the purchase of the products and/or services specified in the application form of the approved project. Once the grant funds have been disbursed, implementation of the project is expected to proceed in a timely manner and in conformity with the agreed-upon timetable (in principle, within one year).
- 6) **Changes from the original plan:** If the recipient organization needs to modify the project plan for any reason, it must consult the embassy and seek its prior approval. (Both the consultation and the approval need to be in written form.)
- 7) **Reports:** An interim report during implementation and a final report at the end of the project are required. (In certain cases, the recipient organization may be asked to submit additional interim reports.)
- 8) **Auditing:** Outside auditing is required for all grants above 3,000,000 yen.

MISCELLANEOUS REQUIREMENTS

- 1) Funds received must be used exclusively for the implementation of the project. The Japanese embassy or consulate reserves the right to claim a refund of the grant if the funds are used for any purpose other than for the implementation of the project.
- 2) It would be preferable if the recipient organization could maintain separate accounting for the implementation of the project in order to facilitate auditing of the grant.

FOR FURTHER INFORMATION: Please contact a Japanese embassy or consulate.
(http://www.mofa.go.jp/about/emb_cons/over/index.html)