

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

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 or Health Organization etc.**

- 1) *In principle, international organisations/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 proposal 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 Human Security Projects scheme (GGP). The following areas account for the majority of the projects approved :

- Primary health care
- Primary education
- Poverty relief
- Public welfare
- Infectious diseases, the environment and other global issues
- Conflict refugees and internally displaced people
- Protecting people from threats
- Capacity building and training of individuals and communities

- 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.

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 grassroots community

4. AVAILABLE FUNDS

- The maximum amount of funds available per project is 10 million Japanese Yen. This amounts to between 700 and 800 million Indonesian Rupiah depending on the exchange rate at that time. The organization is required to submit a detailed budget.
- After project proposals 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 capital 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 grassroots 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

6. PROJECT IMPLEMENTATION PERIOD

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

7. HOW TO APPLY

- a) Timing of Proposal Submission : The Embassy of Japan and Consulates can be contacted, are available for consultation and can receive proposals at any time. However, in principle, organizations planning to implement a project within the Japanese financial year*, should submit a proposal before May of that year. (*The Japanese financial year starts on April 1st and finishes on March 31st of the following calendar year.)
- b) Place of Proposal Submission : Send by post to the Embassy of Japan or to a Consulate.
- c) Language of Submission : Applications may be written in Indonesian, English.
- d) Only short-listed potential grantee will be contacted.

8. Documents for submission to the Embassy of Japan

- a) The following documents are required for proposal 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 must be sighted before approval of the proposal.

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 the Department of Justice and Human Rights (if a foundation)
- ☐ Photocopy of official gazette 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

9. CAUTIONARY NOTE

- 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 proposals through an agent or other third party does not guarantee the success of that proposal 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 proposal 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 proposal is approved for funding.
- The Embassy of Japan and Consulates General of Japan strongly recommends that organizations planning to submit a proposal 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 proposals, application procedure, etc, please contact **directly** to the Embassy of Japan or Consulates General of Japan at below addresses.

Embassy of Japan, Grassroots Section

Jl. M.H. Thamrin No. 24, Jakarta 10350

Tel : +62-21-3192-4308

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**Consulate General of Japan at Medan
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