APPLICATION GUIDELINES

JAPAN'S GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS (GGP)

1. Background of GGP

The Grant Assistance for Grass-Roots Human Security Projects (GGP) was first introduced by the Government of Japan in 1989 in order to meet various socio-economic needs in developing countries.

This scheme mainly targets projects that aim to meet Basic Human Needs and projects that are highly beneficial at the grass-roots level and require timely support by providing nonrefundable financial assistance to NGOs, hospitals, public schools, local authorities and other nonprofit association to help implement their development projects.

In principle, the ceiling of the grant is 20 million Japanese Yen (equivalent in EUR currency depending on the respective year exchange rate) including audit fee.

2. Eligible Recipients

Any type of nonprofit organization implementing development projects at the grass-roots level is eligible to be a GGP recipient (Central Government, individuals and profit-oriented organizations are not eligible).
Potential GGP recipients may be:
➢ Local Government;
➢ Public Health Institutions;
➢ Public School or Educational Institutions;
➢ Local non-governmental organizations (NGOs)

In special cases (Only if they are the only entities that would be able to successfully carry out the project)
➢ Government Agency;
➢ Local office of an international organization.

3. Project Areas

The GGP mainly targets projects that aim to meet Basic Human Needs and projects that are highly beneficial at the grass-roots level and require timely support. Project areas include but are not limited to (*-examples of projects):

➢ Environmental Protection (Waste Management, Green spaces etc.);
  * Waste Collection Truck and/or Waste Containers, Mini Excavator etc.

➢ Disaster Risk Reduction and Management;
  * Fire Truck, Backhoe loader etc.

➢ Health Care;
  *Refurbishment and supply of medical equipment for hospitals (Projects for the benefit of women, children or prevention of infectious disease (such as AIDS) are given priority).

➢ Education;
  * Refurbishment and supply of equipment for schools, Supply of equipment for basic skills training courses (e.g. brick making, sewing, candle making machines, etc.).

➢ Agriculture/ Poverty Alleviation;
  *Excavator, Backhoe Loader etc.

➢ Public Welfare Projects;
  * Refurbishment and supply of equipment for facilities for the handicapped, orphans, family planning education, or community centers).

*The following projects are **NOT** in the scope of GGP support:*
➢ Projects that have uncertain benefits to grass-roots activities such as assistance for research by advanced academic institutions and capacity building of the recipient organization;
➢ Projects limited to commercial activities and creation of employment of particular individuals and organizations, and where the direct benefits for grass-roots activities are uncertain;
➢ Culture, art and sport projects that are less related to economic and social development;
➢ Projects with a political or missionary purpose or the intention of military use;
➢ Projects concerning goods that are harmful to human body (e.g. alcohol, cigarettes etc.);

4. Items That Are <u>INELIGIBLE</u> For Assistance

➢ Administration and overhead costs, i.e. a) staff salary, b) utilities: electricity, gas, water, c) house, office, car rent, d) fuel for vehicles, e) office equipment (e.g. photocopy machines, personal computers, printers, fax machines, cellular phones, stationary etc.) etc.;
➢ Any application costs (cost for assessment, quotations, designs, and postage, etc.);
➢ A project which is co-financed with other parties and cannot be completed by the GGP alone. *(Community contributions in kind and/or contributions from the applicant are acceptable);*
➢ Consumables (stationary, uniforms, vaccines, etc.) and items for individual and personal use;
➢ Contingency and maintenance fee;
➢ Items for income-generating projects, e.g. start-up capital, rental fee for equipment;
➢ Purchase of land;
➢ Purchase of food and medicines (*except* for emergency relief);
➢ Scholarships;
➢ Tax (i.e. VAT), customs duties, registration/license/certification fees, etc.

The following items are not supported in principle; however, based on the necessity, they might be considered for support. Please note that less priority will be given to those items.

➢ Program costs, (e.g. salaries of personnel that are essential to support the project's objective, trainer's salary, etc.);
➢ Books;
➢ General passenger vehicles (vehicles that can be used for private purpose)
➢ Items not easy to maintain or replace (Electronic equipment such as computers for office use, cameras, etc.);

5. How To Apply

If your organization satisfies the conditions described above and you are interested in applying for GGP funds to implement a development project, **please submit an application form to the Embassy of Japan in Albania by e-mail, by post or by hand.**

You can download the application form from the Embassy's website, Economic Cooperation Section.

For submissions by post or by hand, the place of submission is the following:
Embassy of Japan in the Republic of Albania
Rruga e Kavajes Nd 50, H 1
Kodi Postar 1023
Tirana, Albania

If submitting by email, please make sure that the size of the email, including attachments, <u>does not exceed 10 MB.</u> If it exceeds 10 MB, please use a zip file or divide your email in several ones and indicate the number of emails.

Full set of documents required for the application consists in:

- ✓ Completed application form;
- ✓ A detailed budget for the project;
- ✓ Organization's certificate of registration;
- ✓ Official literature/ brochures introducing your organization;
- ✓ Annual Financial Reports of the last 2 years (breakdown of income and expenditures);
- ✓ Maps showing the project site;
- ✓ 3 (three) different estimations (in EUR) for each good and/or service that will be procured through the GGP;
- ✓ 3 (three) different estimations (in EUR) from 3 different auditors concerning audit fee;
- ✓ Design and floor plan of the building (for the construction of facilities) and technical specifications of the goods to be procured (if applicable).

* Shortlisted applicants may be requested for additional documents depending on the nature of project; e.g. a confirmation letter from applicants and support letter from the relevant local government.

While completing the application, please note that the Government of Japan gives a high priority on the impact and sustainability of the project. It would therefore be helpful to provide a concise and accessible overview of the existing situation, highlighting the necessity for this GGP support and the inability to resolve it using domestic resources.

6. The Process After the Application is Received

I) Examination and Approval

Upon receiving an application, the Embassy of Japan in Albania examines the project with a particular focus on the objectives, socio-economic impact, and the cost of the project. On this basis, the Embassy starts screening proposals in order to select suitable projects to be supported by the GGP scheme. Shortlisted applicants may be contacted for further clarification and the Embassy Representatives may come for a physical inspection after the submission of the Application, in order to verify the current state of the location and gather additional information about the Project (this process might be carried out by questionnaires and photos, at the Embassy's discretion).

After gathering all the required information, the full set of application documents will be submitted to the Ministry of Foreign Affairs in Tokyo for Final approval.

II)   Grant Contract (G/C)

Once the Ministry of Foreign Affairs of Japan approves the project, The Embassy of Japan in Albania and the recipient organization will sign a Grant Contract (G/C). G/C will include the title, purpose and content of the project, the name of the recipient organization, the maximum amount to be provided, and conditions for the fund.

III)   Disbursement of Funds

The recipient organization must submit a request for payment with relevant documents in order to receive the funds.

IV)   Implementation of the Project

The grant provided should be used properly and exclusively for the purchase of the products and/ or services specified in the application form and G/C. 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 timetable (in principle, within one year).

It is required that the organization maintain good communications with the Embassy throughout the project period.

V)   Change from the original plan

If the recipient organization needs to modify the project plan for any reason, it must consult the Embassy and request its prior approval. (Both the consultation and the approval need to be in written form.)

VI)   Reports

An interim report during implementation and a project completion report at the end of the project are required. In addition, the Embassy staff may also visit the project site to see if the funds are used for the agreed purposes.

VII)   Auditing

An external audit is required for any project whose budget exceeds 3 million yen.

VIII) Other notes

- ➢ Shortlisted projects may be requested to send further data/information, in addition to the data in the application, as per request of the Embassy;
- ➢ Incomplete application or false data may lead to project disqualification;
- ➢ **Due to annual budget restrictions, not all the projects can be approved even if they meet the above mentioned criteria;**

➢ Applications may be submitted through the year. Applications received after the deadline are considered for the following year's selection.

7. Contact Details

Address:
Embassy of Japan in the Republic of Albania
Rruga e Kavajes Nd 50, H 1
Kodi Postar 1023
Tirana, Albania

TEL: +355 4 454 7930
E-mail: ggp.albania@av.mofa.go.jp

Website: *https://www.al.emb-japan.go.jp/*