



From  
the People of Japan

Embassy of Japan  
in Rwanda

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## Document Checklist for Application Form Grant Assistance for Grassroots and Human Security Projects (GGP) at the Embassy of Japan

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**This document checklist form must be reviewed before submission of the application form.**

Consult the application guide to find out what you are required to provide or all of the necessary information that should be included into your application form.

If any of the required documents listed below are missing, your application will NOT be processed.

Gather all of the necessary documents and check  each box.

I have enclosed the following documents:

The following documents must be completed, signed and dated accordingly.

- Registration Certificate from Rwanda Governance Board (RGB)  
\* Provisional registration certificate is NOT acceptable.
  - Title deed (authorization) for any construction/renovation projects
  - Construction Permit from One Stop Centre (OSC)
  - Letter(s) of support for the project from the local authority
  - Past project completion certificates from the donors whom you worked with
  - Three quotations from the construction companies for all the construction work with their CVs
  - Drawing or blue print, in case of a construction project (certified and stamped)
  - Photos (if any) showing the project site (e.g. current condition of buildings and equipment)
  - Three pro-forma invoices for purchase of equipment/furniture from the relevant suppliers
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- After all the information is filled, the application can be submitted to the Embassy of Japan by dropping off at the embassy.
  - If available, also attach a copy of brochure that explains your organization or other documents to reinforce your work (e.g. government reports).
  - Please note that until your project is officially approved, we cannot guarantee its funding possibility in process of project selection.