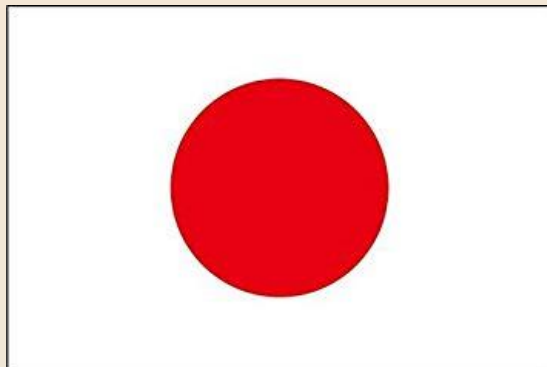


# **THE GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (KUSANONE/GGP)**

The Embassy of Japan in Rwanda  
January, 2022

IN 1989, THE GOVERNMENT OF JAPAN INTRODUCED **GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP/KUSANONE)** IN ORDER TO RESPOND TO THE DIVERSE DEVELOPMENT NEEDS IN DEVELOPING COUNTRIES. THE AIM OF GGP IS TO PROVIDE FINANCIAL ASSISTANCE TO NON-PROFIT DEVELOPMENT ORGANIZATIONS FOR IMPLEMENTATION OF PROJECTS AT COMMUNITY LEVEL.

IN RWANDA, **2 PROJECTS** ARE SELECTED PER YEAR.  
GGP IN RWANDA STARTED IN 1998 AND **101 PROJECTS** HAVE BEEN SUPPORTED UNTIL 2021.



# WHO CAN APPLY?

- ☐ Community-Based Organizations
- ☐ Local or International Non-Governmental Organizations (NGOs)
- ☐ Local authority (Ex. City Council, District)
- ☐ Educational Institutions (Ex. School Management Committee, schools)
- ☐ Medical or Health Institutions (Ex. Hospital Management Committee)
- ☐ Research Institutions

## Who CANNOT apply?

- ☐ Individuals or private companies and groups
- ☐ Organizations which do not have certificate of registration or which are registered less than two years
- ☐ Organizations without title deed or proof of ownership

# WHAT GGP CAN FUND

- ✓ Construction of building or facilities
- ✓ Renovation of building or facilities
- ✓ Supply of equipment
- ✓ Supply of furniture

# What GGP CANNOT fund

\*This list is attached in the new application

- × Office expenses
- × Contingency expenses
- × Expenses incurred on individual or corporate profit-making activities
- × Direct funds and assets provided to specific individuals
- × Expenses linked to indulgences that may be harmful to human body
- × Research expenses that do not have clear direct benefits for the population
- × Inauguration expenses
- × Administrative costs (personnel and operational costs, etc.)
- × Maintenance and management costs
- × Vaccines for beneficiaries
- × Consumable and small fixtures
- × Books
- × Vehicles
- × Electronic equipment such as personal computers, etc.
- × Banking fee
- × Vehicle registration fees
- × Import-related taxes

# What are the areas of focus

- Education
- Water and Sanitation
- Health
- Agriculture Development
- Poverty Reduction

## GGP RWANDA PAST PROJECTS AREAS

- School Construction / Renovation
- Construction / Renovation / Water source / Tanks
- Construction of Health Posts / Centers / Wards

# NEW APPLICATION FORM

## GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS (GGP)

By the Government of Japan

## OFFICIAL APPLICATION GUIDE & FORM

Rwanda



### Contents:

Basic Facts and Procedures of GGP .....	p2-p5
GGP Application Form .....	p6-p12

GGP in Rwanda renewed Application Form in 2022.  
It is available on the Embassy of Japan website,  
Development and Cooperation section.

URL>>>

[Development Cooperation | Embassy of Japan in the  
Republic of Rwanda \(emb-japan.go.jp\)](https://emb-japan.go.jp/development_cooperation/)

# 1. General Information on the Applicant

(1) Please fill the date when you submit

(2) Please fill your official name of your organization

(3) Please fill your office address

(4) Please fill contact person information

(5) Please fill information of the representative of your organization

This person will sign the Grant Contract if the project is approved.

(6) Please choose the status of your organization.  
If your organization is not applicable to any, please provide explanation on status of your organization.

(7) Please fill the year of establishment of your organization

APPLICATION FORM  
FOR  
JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY  
PROJECTS (THE GGP/KUSANONE)

1. General information on the applicant	
(1) Date of application	
(2) Name of the applicant organization	
<i>Please fill in the formal name of your organization.</i>	
(3) Address	
(4) Contact person	
Name:	
Position:	
Phone number:	
E-mail address:	
(5) Responsible individual authorized to sign the Grant Contract	
Name:	
Position:	
Phone number:	
E-mail address:	
(6) Status of the applicant	
(a) National and Local NGO (b) International NGO (c) Local government, (d) Medical institute (e) Educational institute (f) Government-related institution, (g) International organization (h) other <i>Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.</i>	
(7) Year of Establishment	



(8) Please describe personnel of your organization

You need to provide the number and role of the all members in your organization, such as executive director, accountant etc.

You can also indicate the number of volunteers if you have.

This question is to know your organization's scale.

(9) Please explain your main activities

If there is a booklet introducing your organization, you can attach to this Application Form. You can also provide URL of your website, if you have.

Even if you provide booklet or website info, you need to fill here to explain your main focus of activities briefly.

(10) Please fill in the annexed form at the end of this proposal

You need to attach past two years financial assets or financial reports.

Please use the annexed form of this Application Form.

(11) Please fill the past assistance

This section should prove that your organization has implemented projects with other funding organizations. You also need to provide at least two project completion certificates along with this Application Form. The projects should be implemented within the past two years.

**(8) Personnel**

*In addition to the representative, please also indicate the number of staff members, and their names and titles, etc.*

**(9) Main activities**

*If there is certain document or booklet introducing your activities, please attach it to this form. If there is not, please indicate your activities here.*

**(10) Financial situation**

*Please explain the financial record for the past two years by filling in the annexed form. See the last page of this application. In addition, if your organization has fixed assets or liabilities, please specify below.*

**(11) Past assistance**

*Has your organization received any financial/technical assistance from Japanese government, foreign governments, international organizations or NGOs?  
If yes, please specify below.*

Year	Name of Donor	Grant Amount	Contacts

## 2. PROJECT

### (1) Please fill your project title

This needs to be brief but informative. Ex, The project for construction of 3 classrooms at the ○○○school to improve quality of education for P4 students

### (2) Please fill the name of your project site

You need to specify village, cell, sector, district and province. You also need to attach a map that shows distance from the nearest well-known town and Kigali City to the project site.

### (3) Please fill the background of the project

Your explanation needs to include at least three points below;

#### 1. Describe economic and social situation in the targeted society.

For example, the percentage of poverty rate, the main economic activity, the number of population, which all should be related to your project field. It is better to describe the numbers based on the research done and published by the government.

#### 2. Describe development challenges. For example, the reason why this project is necessary, the current situation in the targeted region, etc.

#### 3. Describe any initiatives by your organization that have been used for these challenges. Ex, the reason why you apply for GGP, your initiatives to implement this project before, and If you apply for any other organization for funding, please indicate.

	<b>2. PROJECT</b>	
	(1) Title of the Project	
	(2) Project Site	
	Please enclose a map and indicate the distance from nearest well-known towns.	
	(3) Background of the Project	
	Describe the following points. If necessary, please prepare a separate reference document to provide details. 1. Economic and social situation in the target region. 2. Development challenges faced by the population. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done. 3. Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and you need assistance of the GGP/KUSANONE.	



Please fill the  
Application Form  
clearly!

(4) Please describe the objectives of your project clearly.  
In this section, your description should be clear to indicate the concrete content of your project.

For example, 'by constructing 3 classrooms, quality of education will improve and primary school students will have an eligible environment to study. '

(5) Please explain the project outcome with the number of direct and indirect beneficiaries.

The number of beneficiaries should be realistic. It is not enough to just indicate the population in your project site. You need to explain how those numbers of people will benefit from the project.

For example, 'constructing 2 water tanks will benefit to 2,000 people living in the village and 200 school children can go to school instead of collecting water.

(6) Please fill the details of estimated project costs.

This table should be based on the cheapest estimate from three contractors and you need to submit the three quotations with this Application Form. If you have specific reason of not submitting them, please explain the reason here.

There are lists of items which GGP cannot fund, please check them carefully and make sure your project does not include any.

(4) Objectives of the Project

*Describe the objectives of the project as clearly as possible.*

*Explain the link of the development challenges and problems to the objectives of the project.*

(5) Expected outcome of the Project

*Identify the beneficiaries, their number, location, and anticipated benefits that they will receive as the outcome of the project. Describing the realistic number of direct and indirect beneficiaries is necessary..*

(6) Estimated Cost of the Project

*To the greatest extent possible, please submit estimates/quotations from three different suppliers for each item to be covered by the GGP/KUSANONE. If not possible, please provide reasons. As for equipment, please specify the type and its manufacturer.*

【The GGP/KUSANONE Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

【Recipient Organization's Budget】

(7) Please explain concretely your implementation, operation and maintenance plan.

In this section, you should explain how your project will be implemented. For example, the number of staff who will be in charge of, the security plan during the construction, the month schedule of the project etc.

For the maintenance plan, you need to mention how and who will maintain the construction after the project completes. If the building or equipment, which will be constructed or supplied by your project, does not belong to your organization, please indicate who will be in charge of the maintenance and whose property it will be.

	<p>(7) Implementation, Operation and Maintenance Plan</p> <p><i>Please explain the capacity of the applicant organization to properly and effectively complete the project such as;</i></p> <ul style="list-style-type: none"><li>- Recent performance as an organization</li><li>- Number of staff to implement the project</li><li>- Enough income to complete the project even if an unexpected funding shortfall happens.</li></ul> <p><i>Also describe your plan for maintenance and management of facilities/equipment after the completion of the project.</i></p>	
	<p>(8) Duration of the project</p>	
	<p>From MM/YY to MM/YY (      months)</p> <p><i>In principle, the Project should be completed within one year after the signing contract date</i></p>	

(8) Please fill the month of the project duration.

# Income and Expenditure Report

Please fill the details of your income.  
You need to indicate income sources clearly. If you have received any fund from funding organizations, please refer their names. If you have received from any governmental department, please specify it.

Please fill the details of your expenditure.  
You need to indicate expenditure sources clearly. The list should at least include project operation cost, labor cost and office expences.

Income and Expenditure Report

(Currency: )

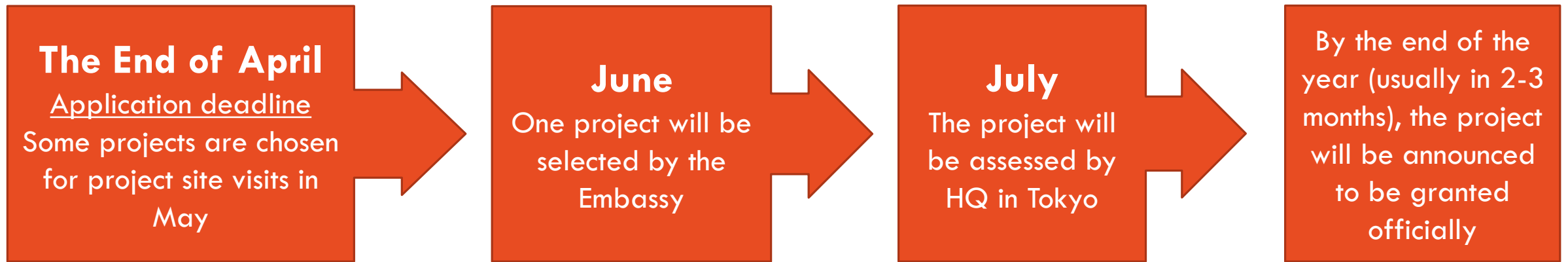
Item	Year	Year
Income		
Total (A)		
Expenditure		
Total (B)		
Balance (A) – (B)		

# GGP TIME LINE

GGP choose 2 projects per year.

We have two deadlines for project selection in a year. But we CAN accept Application Forms **EVERYDAY**.

## First Selection



## Second Selection





# THE EMBASSY OF JAPAN

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