|  |
| --- |
| **GRANT ASSISTANCE FOR**GRASS-ROOTS HUMAN SECURITY PROJECTS (GGP)**By the Government of Japan** |

OFFICIAL APPLICATION

GUIDE &FORM

**Rwanda**

**January, 2022**





**Contents:**

**Basic Facts and Procedures of GGP ……………....... p2-p5**

**GGP Application Form ………………………………... p6-p12**

# **Basic Facts and Procedures of GGP**

##### 1. What is GGP?

In 1989, the Government of Japan introduced Grant Assistance for Grassroots Human Security Projects (GGP) 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 implementing projects at community level.

**2. Who can apply for GGP?**

**Organizations which can be funded:**

 Any non-profit development organization

(1) Community-Based Organizations

 (2) Local & International NGOs (Non-Governmental Organization)

 (3) Local authority (Ex. City Council, District)

 (4) Educational Institutions (ex. School management committee)

 (5) Medical Institutions (ex. Hospital Management Committee)

 (6) Research Institutions

**Organizations which CANNOT be funded:**

1. Individuals or private companies and groups
2. Organization does not have certificate of registration or registered less than two years of applying date (GGP requests organization to submit the copy of certificate)
3. Organization without title deed or proof of ownership

**3. What GGP does/does not fund?**

 **DOES :**

* Construction / Renovation of buildings/facilities
* Supply of Equipment / Furniture

 **DOES NOT :**

* + - Fund for Trainings \*/ Awareness Raising Campaign
		- Operational / Administrative Costs
		- Consumables / Disposable Equipment (food, stationary, seeds)
		- Land purchase, Rent, School fees, Travel expenses, Staff salaries
		- Purchase of Livestock and Beehives
		- General financial assistance

***\**** *These include**operational training or awareness training corresponding to the facility management (ex. Water Supply System) constructed by GGP.*

*Trainings that are indispensable to achieve expected outcomes and sustainability of the project may be supported.*

***\*More information is available in the Application Form. Please check “2. Eligible items”***

**4. What are the areas of focus?**

- Education

 - Water and Sanitation

 - Agricultural Development

 - Energy/ Infrastructure

 - Poverty Reduction

*Special attention may be given to projects assisting vulnerable groups (ex. street children, orphans, widows, and people with disability)*

**5. How much is the Budget?**

The maximum amount for GGP funding is approximately 10,000,000 Yen / about 90,000 USD

 \*the total amount in USD as well as in local currency varies every year depending on the exchange rate.

**\* Once approved, the amount of GGP fund cannot be increased even in case of a budget over-run. The applicants have to pay any additional cost not included in the proposals.**

**6. How is application selected?**

 GGP will assess submitted application based on;

 (A) Credibility of the organization

 (B) Legal Status of organization (Registration Certificate)

 *\* Provisional Registration Certificate is NOT acceptable.*

 (C) Financial Status of the organization

 (D) Project Management Capacity of the organization

 (E) Community Participation & Contribution towards the Project

 (F) Sustainability & Ownership by the Community

 (G) Project Impact to the Community

**7. How to apply for GGP?**

An applicant is requested to:

1. **Read** this Application Guide and Form carefully to familiarize yourself with GGP scheme and its selection process.
2. **Fill out this application form.** Make sure there is no missing information.
3. **Prepare required documents** according to the list in Article 8.
4. **Submit your application documents** to the Embassy of Japan by email/post/walk-in drop:

Embassy of Japan in Rwanda (Attn: GGP Section)

 P.O. Box 3072, Kigali-Rwanda

 Tel: 250-(0)25-250-0884

Email: ggp.rwanda@kq.mofa.go.jp

**8. List of required documents**

The applicant organization is requested to submit the following documents.

The check list is available on the page 11 and 12 of the Application Form.

* Map that shows the project site, Kigali City, and/or the nearest well-known towns
* Photos of the project site (e.g. current condition)
* Registration certificate from Rwanda Government Board (RGB)

(Provisional registration certificate is NOT acceptable)

* (For construction of facilities) Schematic design and/or dimensioned drawing
* Financial report for the past two fiscal years
* Estimates/quotation for each good and/or service from three suppliers
* Past project completion certificates from the donors whom you worked with

(Minimum 2 certificates are required)

* (As necessary) Permission of practice from One Stop Centre (OSC)
* Letter(s) of support or recommendation for the project from the local authority
* (For procurement of equipment) Certificate or permission from the relevant governmental institution to use the equipment
* (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the water department
* (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction
* (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and auto insurance
* (To the extent possible) Booklet of your organization

**9. Points to notice on the application form and documents**

* + - Application form must be typed and written in English. Hand-written documents will be **REJECTED**.
		- **DO NOT** modify the format. Make sure to use this original application format.
		- GGP accepts Application Forms that are filled by applicant organisations only. Any Application Form filled by consultants, agents or brokers will be rejected.
		- Make sure your email address is correct and reachable. Applications with no and/or unreachable email address are not subject to the selection.
		- Please summarize your content briefly and be on point. Consider that we receive many applications. Application forms that are too long have less chances to be comprehended.
		- When leaving questions blank, write your reasoning.
		- Documents in Kinyarwanda must be accompanied by brief English translation.
		- No documents must be original; they can be photocopy/scans.
		- Applications are accepted all throughout the year.
		- Selection results will be notified twice a year: **Around July and October.**
		- Application documents of unselected projects will be discarded if they are not collected within the set period of time informed along with the selection results.
		- More information: https://www.rw.emb-japan.go.jp/itpr\_en/00\_000024.html

(1) Obtain GGP Application Form
 Application form can be downloaded from the website of the Embassy of Japan

(3) Screening of Application

Submitted application will be screened accordingly. GGP coordinator might contact you for further inquiries or additional documents. The screening process will be continued until all the projects will be selected.

(5) Feasibility Study Visit

This screening process may take up to 1 year. If your project is selected as one of the potential projects, GGP staff will contact you for the feasibility study visit.

Proposal finalized for approval

Flow Chart of GGP

**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
 |  |
| 1. Name of the applicant organization
 |
| *Please fill in the official name of your organization.* |
| (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 |
| 1. 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*Please select the status of your organization and attach a copy of document certifying the registration or incorporation in Rwanda.*  |
| (7) Year of Establishment |  |
| (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. .* |
| (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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. **PROJECT**
 |
| 1. Title of the Project
 |
|  |
| 1. Project Site
 |
| *Please fill here the name of village, cell, sector, district, and province.**Please also enclose a map and indicate the distance from nearest well-known towns.* |
| 1. 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 .* |
| 1. Objectives of the Project
 |
| *Describe the objectives of the project clearly.* *Explain the link of the development challenges and problems to the objectives of the project.* |
| 1. Expected outcome of the Project
 |
| *Identify the beneficiaries, their number, location, and anticipated benefits that they will receive as the outcome of the project. Describe the realistic number of direct and indirect beneficiaries.* |
| 1. 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】 |
| Item | Unit Price | Quantity | Total Price | Note |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |
| 1. Implementation, Operation and Maintenance Plan
 |
| *Please explain the capacity of the applicant organization to properly and effectively complete the project such as;**- Recent performance as an organization* *-Number of staff to implement the project* *-Enough income to complete the project even if an unexpected funding shortfall happens.**Also describe your plan for maintenance and management of facilities/equipment after the completion of the project.* |
| 1. Duration of the project
 |
| From MM/YY to MM/YY ( months)*In principle, the Project should be completed within one year after the signing of the contract*  |
| **General Instructions*****\*Please read this section very carefully***1. **Responsibilities of the recipient organization**
2. Use and management of the grant

It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the implementation of the project and to give due regard to the proper operation and maintenance during the implementation and after the completion of the Project.1. In case of Unforeseen Circumstances

After the approval and the signature of the Grant Contract, in principle, it is the recipient organization’s responsibility to properly complete the project even when unexpected circumstances or fees arise.1. Reporting

It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report and a project completion report using the formats which will be provided by the Embassy of Japan.1. Visibility

In order to ensure the visibility of Japan’s grant assistance, the recipient organization shall endeavor to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.1. **Eligible items**
2. The GGP/KUSANONE mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign may become eligible for support based on consideration of the necessity of supporting such items in individual proposals.

(2)The GGP/KUSANONE does **NOT** cover the following items:A Office expenses (office rental fee, salary for employees etc.)B Contingency FundsC Expenses incurred on individual or corporate profit-making activitiesD Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)　E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettesF Research expenses that do not have clear direct benefits for the populationH Inauguration expensesI Operational-related costs (personnel and operational costs, etc.)J Maintenance and management costs K VaccinesL Consumable and small fixturesM BooksN VehiclesO Electronic equipment such as personal computers, etc.P Banking fee (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANONE, account maintenance commission, foreign exchange fee etc.)Q Administrative fees, vehicle registration fees, etc.R Import-related taxes**3 Opening of a dedicated bank account** After the approval and the signing of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Embassy of Japan is required for the recipient organization to make every payment to suppliers or other relevant parties out of the dedicated bank account. On this matter, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank. **4 External audit**(1)In principle, from the beginning to the end of the project, the recipient organization shall engage an external audit in order to verify that the funds for the project have been used in a proper manner. The external audit shall be performed by an organization or individual with official and financial audit qualification in the country where the project is being implemented. (2)The necessary fees for engaging the external audit may be eligible for support by the GGP/KUSANONE. In principle, like other items, a comparison of estimates from three suppliers should be carried out. (3)Audit reports shall be submitted by the auditor to the recipient organization. The recipient organization is required to submit a copy of this report to the Embassy of Japan. The report should contain the following elements: A Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.) B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)C Inspections of the project site (attach photographs to the report)**8 Attachments to this Application form** □ Map□ Photos of the project site (e.g. current condition)□ Registration certificate from Rwanda Governance Board (RGB) (Provisional registration certificate is NOT acceptable)□ (For construction of facilities) Schematic design and/or dimensioned drawing □ Financial report for the past two fiscal years□ Estimates/quotations for each good and/or service from three suppliers□ Past project completion certificates from the donors whom you worked with (Minimum 2 certificates)□ (For construction of facilities) A copy of land title or lease contract□ (As necessary) Permission of practice from Construction and Urban Planning One Stop Centre (OSC)□ Letter(s) of support or recommendation for the project from the local authority □ (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment□ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department. □ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction□ (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and auto insurance□ (To the extent possible) Booklet of your organization  |
| I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments are true, correct and complete to the best of my knowledge, and agree to the terms and conditions above. , (Month) (Day), (Year) (Name of Person in Charge)  (Title) (Name of Organization)  (Signature)  |

**Income and Expenditure Report**

 (Currency:　　　　 )

|  |  |  |
| --- | --- | --- |
| **Item** | **Year** | **Year** |
| **Income** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (A)** |  |  |
| **Expenditure** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (B)** |  |  |
| **Balance (A) – (B)** |  |  |

****