

Grant Assistance for Grass-Roots Human Security Projects



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Introduction

The world today is facing a variety of challenges, including poverty, starvation, infectious diseases, climate change and environmental issues, the world economic and financial crises among others. These challenges endanger many lives and force them to live in difficult circumstances.

Against this background, there is an increasing need for cooperation by the entire international community to realize a peaceful and affluent society in which everybody can live their individual lives in a humane manner.

To this end, assistance should be given not only through governments of developing countries and international institutions, but also cooperation with a wide range of community-based organizations that are working at the grass-roots level, is necessary (*).

The Grant Assistance for Grass-Roots Human Security Projects (GGP) was established to assist NGOs and local public authorities in developing countries in responding to various development needs in a prompt and complete manner, even though on a comparatively small scale.

This pamphlet outlines the application procedures and requirements for the GGP.

※In general, ODA financial support is implemented based on an intergovernmental grant contract. But, the GGP is financial support based on a contract between the Japanese diplomatic mission and the recipient organization.



Eligible recipients

The GGP targets nonprofit organizations that implement development projects at grass-roots level in eligible countries and regions. (*) These include: international and local nongovernmental organizations (NGOs) working in developing countries (except those eligible for the Grant Assistance for Japanese NGO Project in principle), local public authorities, educational institutions such as primary and junior high schools, hospitals and medical institutions. Except for measures against dispute and disaster, governmental and international organizations are not eligible for the GGP in principle. Individuals and profit organizations are also not eligible for the GGP.

(*Countries eligible for the GGP are selected from ODA eligible countries and regions specified by the Development Assistance Committee (DAC) of the Organization for Economic Co-operation and Development (OECD)).

Project areas

- 1) The GGP mainly targets areas that aim to improve Basic Human Needs (BHN) such as projects that are highly beneficial at the grass-roots level and those that require timely support on humanitarian grounds. Typical projects include construction of primary and junior high schools, improvement of fundamental medical equipment for hospitals, excavation of wells, vocational training and seminars concerning poverty alleviation.

In addition to the activities described above, the GGP addresses a variety of local needs in a flexible manner. Please contact the Japanese Embassy or Consulate General in eligible countries for details.

- 2) The following areas are not financed by the GGP:

- Projects that have uncertain benefits for 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 that have uncertain direct benefits for grass-roots activities.
- 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.

Consumables, small fixtures, running and maintenance costs of facilities and equipment are not financed in principle even if the project is eligible for the GGP

Maximum limit of a grant

The maximum grant amount per project is 10 million yen in general except where soft component for maintaining and managing the project such as construction of facilities is needed. Furthermore, projects that make a great contribution to human security, such as those that address cross-border issues including infectious diseases and environmental problems, and those that protect people from threats and enhance capacity building of individuals and communities with the purpose of overcoming problems associated with refugees and internally-displaced people in regional conflicts, are exceptionally allowed to receive the maximum amount of 100 million yen.

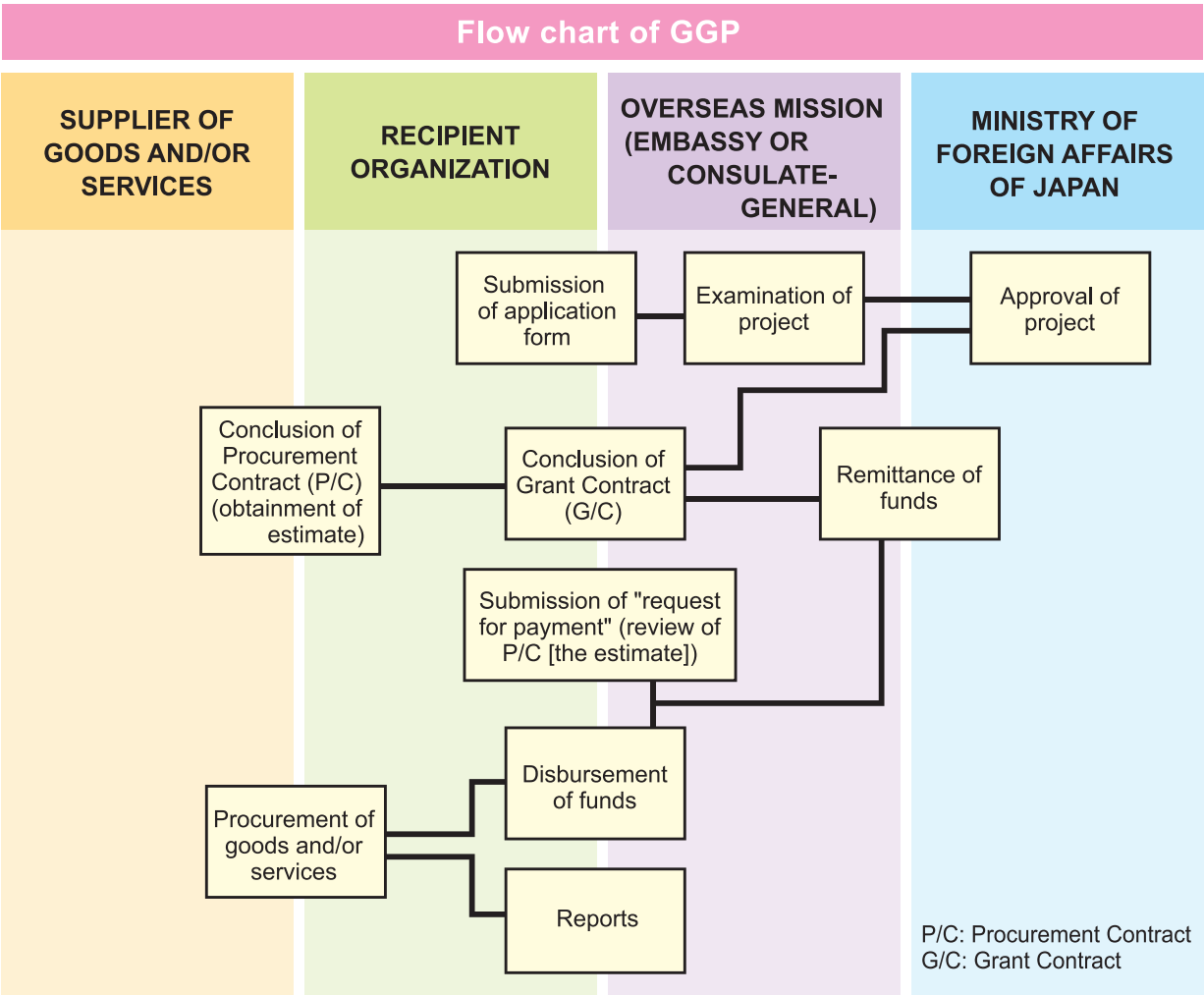
How to apply

If your organization satisfies the conditions described above and you want to receive GGP grant assistance to implement a development project, you should submit an application form to the Japanese Embassy or Consulate in your country. The application form must be accompanied by a budget plan of the project, a map showing the project site, a preliminary feasibility study for the project, estimates for the goods and services that will be purchased by the grant (from three different suppliers), introductory materials (such as a brochure) and a copy of the regulations, and the annual budget of your organization.

Please send the application form and the other required documents to a local Japanese Embassy or Consulate. It is essential that your organization provides the name of a contact person as we may need to ask you for additional information.

When submitting your application form, please note the following points:

- 1) In selecting projects for funding, the Japanese Government places a high priority on the impact and sustainability of the project. First and foremost, you must convince the Japanese Embassy or Consulate that your organization can manage a development project in an appropriate and sustainable manner. A detailed description of the past achievements of your organization would therefore be of help.
- 2) As mentioned above, this assistance program cannot provide funds for salaries and other recurrent operational costs. The recurrent costs associated with the project must therefore be independently financed by your organization. In order to convince the Embassy that you can maintain the project, you must show that your organization has sufficient funds to cover running costs.
- 3) Pro forma estimates must be supplied for each budget item so that we can ensure value for money. Wherever possible, you should submit estimates from three different suppliers. In certain circumstances (e.g., in emergency situations or where there are only a limited number of suppliers), the Embassy may waive the requirement for three separate estimates.





Approval procedures

Funds are provided to appropriate projects after detailed examination and evaluation by the Japanese Government.

After a Japanese embassy or consulate receives the application form and accompanying documents from the applying organization, the embassy or consulate will take the following steps in principle:

1. Examination of the project

When the application is received, the project will be examined by the embassy or consulate with a particular focus on the objectives, socioeconomic impact and cost of the project. On this basis, potential projects for grant assistance are selected.

2. Site visit

Personnel in charge of the GGP will visit the site of the potential project. The project will be approved through examination by the embassy or consulate and approval by the Ministry of Foreign Affairs in Tokyo.

3. Grant Contract

The Japanese embassy or consulate and the recipient organization will then sign a Grant Contract. The Grant Contract contains the title and objectives of the project, the name of the recipient organization, the rights and obligations of each party, the maximum amount that will be provided for the execution of the project, the submission date of interim/project completion reports, and the completion date of the project.

4. Disbursement of funds

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

5. Implementation of projects

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

6. Changes from the original plan

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

7. Reports

An interim report during implementation and a project completion report at the end of the project are required. (In certain cases, the recipient organization may be asked to submit additional interim reports.)

8. Auditing

An external audit is required for any project whose cost budget exceeds 3,000,000 yen.

Miscellaneous requirements

- 1 Funds received must be used exclusively for the implementation of the project. The Japanese embassy or consulate reserves the right to claim a refund of the grant if the funds are used for any purpose other than for the implementation of the project.
- 2 The recipient organization is expected to maintain separate accounting for the implementation of the project in order to facilitate auditing of the grant provided.



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For more details; please contact a Japanese embassy or consulate.
(<http://www.mofa.go.jp/mofaj/annai/zaigai/list/index.html>)