**Application Format**

Grant Assistance for Grassroots Human Security Projects (GGP)

Embassy of Japan in the Republic of Armenia

|  |  |  |
| --- | --- | --- |
| **Title of the Project** | **:** | **The Project for** Name |
| *\* Start with “The Project for…”* |  |  |
|  |  |  |
| Summary Description: | : | Description |
| *\* In a few sentences* |  |  |
|  |  |  |
| Requested Budget | : | USD Amount |
|  |  |  |
| Duration  | : | For the period of Number month |
|  |  |  |
| Target Group | : | Select Option Option |
|  |  |  |
| Population Benefit | : | Number |
| *\* Estimated direct beneficiaries* |  |  |
| Project Site Location | : | Location |
|  |  |  |
| Category of the Project | : | Select Option Option |
|  |  |  |
| Co-Finance (if any) | : | Name |
|  |  |  |
| Recommendation (if any) | : | Name |
|  |  |  |
|  |  |  |
| **Name of the Organization** | **:** | **Name** |
|  |  |  |
| Status of the Organization | : | Select |
|  |  |  |
| Contact Person | : | Name |
|  Email | : | Address |
|  TEL | : | Number |
|  |  |  |
| Submission Date | : | Date |

1. **PROJECT**
2. **Title of the Project**

Name

1. **Project Site**
2. **Location** (Province) Place (Municipality) Place

*\* Please attach maps showing the Project Site in two versions, enlarged view and close view (Attachment-8)*

1. **Nearest Major City** (City) Place (Distance) Number km
2. **Ownership of the Project Site** Name
3. **Background**

*\* Please describe in detail what are problems and how is current situation, including but not limited to general condition (population, socio-economic circumstances, history, official indicators/statistics etc.), problem statement, measures taken by the Government, justification for fund raising, and other essential background information.*

Description

* **Priority will be given to an applicant who accompanies with a recommendation letter from an international organization and/or the Government Institution (*Attachment-10*).**
1. **Project Outline**

*\* Please provide a full description of the project plan and activities.*

Description

* **Read carefully the Guideline and the Presentation to familiarize yourself to GGP. Requirements and priorities are as demonstrated in those materials.**
1. **Expected Outcomes**

*\* Please explain what kind of impacts (social/economic/cultural/environmental etc.) will be expected through this project and identify the potential/actual beneficiaries; include the number of beneficiaries, the types of people to benefit, in what ways they will benefit, their social backgrounds, households’ average income, etc.*

Description

1. **Duration**

For the period of Number month.

1. **Estimated Budget**

*\* Please summarize major items to be granted by GGP. For detail, please submit the Budget Breakdown (Attachment-1) together with all the quotations from suppliers in English (Attachment-2).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **GGP (USD)** | **Co-finance (USD)** | **Purpose and use of each item** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

USD 1 = AMD Number (Central Bank of Armenia as of Date)

* **Co-financing with other donor institutions and/or partial contribution from the Government Institutions is highly encouraged (*Attachment-11*).**
1. **Operation and Monitoring**

*\* Please describe by whom and how the project will be monitored and reported. Also, include management structure after the completion and plan for securing running costs to ensure long-term operation of the project.*

Description

1. **Future Sustainability**

*\* Please explain how your project can be self-reliant and how it will be sustainable after the completion of the project.*

Description

1. **Others**

*\* You may add any information you would like to mention.*

Description

1. **APPLICANT**
2. **General Information**
3. Name of the Applicant Name
4. Year of Establishment Year
5. Number of Member Number

*\* Please attach an organization chart or a list of member (Attachment-4)*

1. Purpose of Establishment Description
2. Main Activities Description

*\* Please attach a pamphlet or booklet which introduces your organization (Attachment-3)*

1. **Contact Information**
2. Office Address Address
3. Representative (Name) Name (Title) Title
* E-mail Address
* TEL Number
1. Person in Responsible (Name) Name (Title) Title
* E-mail Address
* TEL Number
1. **Financial Status**

*\* Please fill-in a table of financial summary for the past 3 years. You are also required to provide a Financial Status Sheet (Attachment-5) and financial reports for the past 3 years (Attachment-6). Financial reports are preferably audited, but if difficult, authorized financial reports by the Representative of your organization is acceptable.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Income** | **Expenditure** | **Balance** |
| 2015 |  |  |  |
| 2016 |  |  |  |
| 2017 |  |  |  |

1. **Project Experience**

*\* Please list up major projects your organization has implemented. For the complete record, please use the attached List of Implemented Projects (Attachment-7) or in alternative format prepared at your organization.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** | **Name of Donor** | **Period** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Questionnaire**
2. How did you know GGP? Description
3. Have you applied to GGP before?(Name) Name (Year) Year

(➜YES, name of the project and year of submission)

1. Embassy of Japan is aiming to expand GGP in Armenia. To being more beneficial and satisfactory grant program, please kindly leave feedbacks or comments in regard to GGP. This section is optional and any answers you write in this box will NOT be counted to the selection.

Description

1. **ATTACHMENT**

Please submit the listed documents as attachment to this Application Form. Tick documents you provide upon the submission. For mandatory documents though you cannot submit, please explain reason.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Document Name** | **Mandatory** | **Optional** | **Reason for no submission (for mandatory)** |
| 1 | Budget Breakdown |[ ]   |  |
| 2 | Three Quotations from possible suppliers |[ ]   |  |
| 3 | Booklet or Pamphlet of your organization |[ ]   |  |
| 4 | Organization Chart or List of Member |[ ]   |  |
| 5 | Financial Status Sheet |[ ]   |  |
| 6 | (Audited) Financial Reports for past 3 years |[ ]   |  |
| 7 | List of Implemented Projects |[ ]   |  |
| 8 | Maps showing the Project Site |[ ]   |  |
| 9 | Photos showing the Project Site |[ ]   |  |
| 10 | Recommendation Letter |  |[ ]   |
| 11 | Confirmation Letter from Co-financing Donor |  |[ ]   |
| 12 | Project Model (successful similar project) |  |[ ]   |
| 13-1(a) | *(For Provision of Equipment)*Pamphlet or Catalogue of the Equipment |[ ]   |  |
| 13-1(b) | *(For Provision of Equipment)*Floor Map of the Building marking where to install/store the Equipment |[ ]   |  |
| 13-2(a) | *(For Construction/Rehabilitation)*Floor Plan of the Building |[ ]   |  |
| 13-2(b) | *(For Construction/Rehabilitation)*Blueprint or Design Plan of the Project |[ ]   |  |
| 13-2(c) | *(For Construction/Rehabilitation)*Completion Image |[ ]   |  |
| 13-2(d) | *(For Construction/Rehabilitation)*Feasibility Study Report |[ ]   |  |
| 13-3(a) | *(For Training/Capacity Building)*Class Description and Tentative Curriculum |[ ]   |  |
| 14 | Any other supporting documents Name:  |  |[ ]   |

1. **Notes**
* Please ensure that the application form is completely filled with all the relevant details together with attachments. Incomplete application maybe automatically declined.
* Please be aware that until your project is officially approved, we cannot guarantee its funding possibility, although it is your responsibility to ensure that all efforts are made to increase your eligibility for grant assistance.
* The Embassy reserves the right to approve or decline any application at its sole discretion and no correspondence shall be entered into.
* In case of any false information, instability, suspicion, unethical behaviors or corruption observed or identified by the Embassy in relation to your organization, the Embassy will disqualify your project for any assistance at any stage in the GGP process.

CONTACT

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