**PROJECT SUMMARY**

**\*Please erase all instructions in red and do not change the font or format of the document**

**\*\*When making attachments, please mark them with codes according to questions below**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE**  **“Project for (Action) (Object) in (Location)”** | | | | | Example: “Project for Construction of Hospital in Gyumri” | | | | | | | | |
| **ORGANIZATION NAME**  ***Full name and abbreviation in English and Armenian*** | | | | | ***English***: | | | | | | | | |
| ***Armenian***: | | | | | | | | |
| ***Abbreviation***: | | | | | | | | |
| **ORGANIZATION TYPE** | | | | | *Select* | | | | | | | | |
| **PROJECT CATEGORY** | | | | | *Select* | | | | | | | | |
| **REQUESTED BUDGET *In USD (up to US$ 92,592 in FY 2021)*** | | | | | **USD** | | | | | | | | |
| **PROJECT BUDGET USAGE**  **What will you buy with budget?**  ***(Construction, rehabilitation, purchase of specific equipment..)*** | | | | |  | | | | | | | | |
| **PROJECT OUTCOME**  ***What Benefits Will Project Bring?*** | | | | |  | | | | | | | | |
| **PROJECT BENEFICIARIES Who will benefit from the project?**  **(*Identity the number. We expect at least100 beneficiaries per project)*** | | | | | ***Approximately*** people | | | | | | | | |
| **PROJECT LOCATION**  ***Region, municipality, village*** | | | | | ***Region (marz)*** ***Municipality, Village*** | | | | | | | | |
| **HEAD OF ORGANIZATION**  (If project will be awarded, head of organization will be a signatory of the grant contract. ) | | | | | ***Position:*** | | | | | | | | |
| ***Name:*** | | | | | | | | |
| ***Mobile:*** | | | | | | | | |
| ***E-mail:*** | | | | | | | | |
| **PRIMARY CONTACT PERSON** (Please share with us at least 2 contacts of your colleagues in case of urgent requests) | | | | | ***Position:*** | | | | | | | | |
| ***Name:*** | | | | | | | | |
| ***Mobile:*** | | | | | | | | |
| ***E-mail:*** | | | | | | | | |
| **Sub (Secondary) Contact Person** | | | | | ***Position:*** | | | | | | | | |
| ***Name:*** | | | | | | | | |
| ***Mobile:*** | | | | | | | | |
| ***E-mail:*** | | | | | | | | |
| **SUBMISSION DATE** | | | | | ***Click Month, Date, Year*** | | | | | | | | |
| **GGP PROJECTS APPROVED IN THE PAST** | | | | | ***Year***  The Project for | | | | | | | | |
| **APPLICATION ANNEXES**  ***Mandatory documents*** | | | | | Please refer to the page 7 and 8 in this document.  All of the applications should be expressed in English. | | | | | | | | |
| **1** | **PROJECT PURPOSE** | **SIZE OF THIS SECTION: 1 PAGE** | | | | | | | | | | | |
| **1.1** | **FUND ALLOCATION**  What will you do with project funds? | Will you procure specific equipment?  Will your rehabilitate or construct a building? Etc. | | | | | | | | | | | |
| **1.2** | **ACUTE PROBLEM**  What acute problem this project will resolve? How? | Is your project resolving poverty, environmental pollution or any other priority issue of the GGP?  How – for example: “arranging of irrigation facility will create a source of income for local farmers.” | | | | | | | | | | | |
| **1.3** | **CONTEXT**  What is the context of the problem? | How did the problem evolve?  What has been done so far? Why it has been unsuccessful? | | | | | | | | | | | |
| **1.4** | **BENEFICIARIES**  Who will directly benefit from the project? How many persons? Why are they vulnerable/in need? | Please describe a socio-economic situation of beneficiaries. | | | | | | | | | | | |
| **1.5** | **Efforts**  What effort did your organization make to solve the problem? |  | | | | | | | | | | | |
| **1.6** | **SYNERGIES/OVERLAP**  What are other similar services available to those persons? Why is your project an added value? | What are the government, international and local organizations, businesses and the community doing to improve the situation? Why is this not enough? Is someone already doing something similar – what is it, and how this project contributing to existing efforts? | | | | | | | | | | | |
| **1.7** | **STRATEGIC VALUE**  Is your project strategically important? Why? |  | | | | | | | | | | | |
| **1.8** | **RECOMMENDATORS OR SUPPORTERS** | ***Name:*** | | | | | | | | | | | |
| ***Contact: mobile: / e-mail:*** | | | | | | | | | | | |
| ***Position/organization:*** | | | | | | | | | | | |
| **1.9** | **RESEARCH**  Is there any research to support your statements? Please refer to a specific source |  | | | | | | | | | | | |
| **1.10** | **SUSTAINABILITY**  How will you maintain the project in the future? |  | | | | | | | | | | | |
| **2** | **ORGANIZATION** | **SIZE OF THIS SECTION: 2 PAGES** | | | | | | | | | | | |
| **2.1** | **PROFILE**  How/why/what for the organization was founded? By whom?  What are the values and mission? |  | | | | | | | | | | | |
| **2.2** | **REGISTRY CODE** | Please type the Registry Code provided by Electronic Governance System of RA | | | | | | | | | | | |
| **2.3** | **YEAR OF ESTABLISHMENT** | All applicants should have at least 2 years work experiences. However, the approved applicants have at least 5 years experiences on average.  If your organization lacks the past experiences, it might be recommended to find a partner organization (probably NGO or foundation and so on) that has more experiences than your organization and that organization would be an actual applicant while your organization might support the implementation of the project in some ways. | | | | | | | | | | | |
| **2.4** | **OFFICIAL WEBSITE** | *http: (Official website)* | | | | | | | | | | | |
| *http: (Social Networking sites)* | | | | | | | | | | | |
| **2.5** | **ORGANIZATION STATUS** | *Select* | | | | | | | | | | | |
| **2.6** | **ORGANIZATION STRUCTURE**  What are the governance structures? | Who makes decisions? Who is a signatory? Who represents the organization with third parties? Who makes financial transactions? Who confirms financial transactions? | | | | | | | | | | | |
| **2.7** | **HUMAN RESOURCE**  ***Position, Their status (paid, contractual and volunteer) Numbers***  We hope your organization has nearly **at least 5 staff**. If not, we would suggest your organization to find another organization to cooperate and they could be an applicant instead of your organization. We need to assure the capacities of the applicants from several points of views during the selection process. |  | | | | **POSITION** | | | **STATUS** | | | **NUMBER** | |
| ***1*** | | | |  | | |  | | |  | |
| ***2*** | | | |  | | |  | | |  | |
| ***3*** | | | |  | | |  | | |  | |
| ***4*** | | | |  | | |  | | |  | |
| ***5*** | | | |  | | |  | | |  | |
| ***6*** | | | |  | | |  | | |  | |
| ***7*** | | | |  | | |  | | |  | |
| **2.8** | **ADMINISTRATIVE CAPACITY**  How do you manage organization? How do you ensure quality? | Please describe all quality control measures in your organization | | | | | | | | | | | |
| **2.9** | **FINANCIAL MANAGEMENT**  How do you ensure proper financial management and avoidance of irregularities? | What mechanisms do you have against corruption, fraud, conflict of interest, nepotism, other administrative, criminal, civil, criminal or financial irregularities? What are the standards that you follow to avoid those? | | | | | | | | | | | |
| **2.10** | **ACCOUNTABILITY**  How do you ensure accountability? | Where and how do you share information about your budget, donors, expenditures? How do you demonstrate the performance and quality of your work? Do you publish information on a web-page? Other mechanisms? | | | | | | | | | | | |
| **2.11** | **MAJOR ACHIEVEMENTS**  What are your major achievements? How can you show them? | We expect applicants to have successfully implemented so far at least 4 or 5 similar projects to the one you are applying for on this application form. | | | | | | | | | | | |
| **2.12** | **MAJOR FAILURES AND LESSONS LEARNED**  Every organization has failures, which are essential for growth. Please describe here |  | | | | | | | | | | | |
| **2.15** | **AFFILIATIONS, PARTNERS**  With whom is your organization affiliated and how? | | Please list down all political, religious, commercial, institutional or other affiliations of your organization and its key management/staff members. | | | | | | | | | | |
| **3** | **BUDGET** | | **SIZE OF THIS SECTION: 1 PAGE** | | | | | | | | | | |
| **3.1** | **TOTAL REQUESTED BUDGET FROM GGP** | | **USD** | | | | | | | | | | |
| **3.2** | **TOTAL NECESSARY BUDGET FOR ENTIRE PROJECT** | | **USD** | | | | | | | | | | |
| **3.3** | **CO-FUNDING OF PROJECT (if any)** | | Please write the name of co-funding organization and its responsivity in the project. | | | | | | | | | | |
| **3.4** | **FUNDING DISTRIBUTION (IN USD)**  If co-funder is necessary, please provide co-funding guarantee marking a document with code 3.4 | | | | | | | | | | | | |
| **SHARE** | | | **COMPONENT 1** | | | **COMPONENT 2** | | | **COMPONENT 3** | | | **TOTAL** |
| **Embassy Funding**  **(GGP)** | | |  | | |  | | |  | | |  |
| **Co-funding**  **(indicate co-funder)** | | |  | | |  | | |  | | |  |
| **TOTAL** | | |  | | |  | | |  | | |  |
| **3.5** | **PRICE RESEARCH** Please attach the offers, marking document title with code 3.5  If more than 1 item, please create a separate sheet. | | | | | | | | | | | | |
| **ITEM(S)** | | | **OFFERS** | | | | **PRICE** | | | **QUALITY** | | |
| (Name of items, quantity) | | | Offer 1 (indicate offeror, contacts) | | | |  | | |  | | |
| Offer 2 (indicate offeror, contacts) | | | |  | | |  | | |
| Offer 3 (indicate offeror, contacts) | | | |  | | |  | | |
| **3.6** | **WHAT DOES THE COST (code 3.5) COVER?**  Transportation, maintenance, repairs, raining, spare parts? | | |  | | | | | | | | | |
| **3.7** | **WHAT ARE QUALITY ASSURANCES?**  Safety, quality, standards? Who and how will check the quality before usage of the project product? | | |  | | | | | | | | | |
| **4** | **OTHER** | | | **PLEASE GIVE SHORT ANSWER** | | | | | | | | | |
| **4.1** | How did you find out about the GGP Grant Program? | | | ☐Social Media *(Please specify*  *)*  ☐Japanese Embassy’s website  ☐Other internet sources *(Please specify*  *)*  ☐Through other NGOs*(Please specify*  *)*  ☐Through contacts *(Please specify*  *)*  ☐Others *(Please specify )* | | | | | | | | | |
| **4.2** | Have you applied to GGP before? When? | | | ☐YES ☐NO  ***Year*** | | | | | | | | | |
| **4.3** | Have you ever consulted with us on GGP? When? In what way (email, telephone or meeting)? | | | ***Click Month, Date, Year  Region*** ***Municipality, Village*** | | | | | | | | | |
| **4.4** | GGP Grant Program of the Embassy of Japan is trying to improve continuously. Please help us by providing your feedback here.  Question-A, B and C are possible questions. | | | A. What do you think are major development challenges for Armenia?  B. Who are the most vulnerable groups, and why?  C. Are our information, advice or responses useful? What can we improve?  D. Other comments (if any) | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **SUBMIT till June 30th ,2021**  **Form of application:** Please submit your application form via e-mail  **E-mail Title:** Please put the words: “GGP APPLICATION” and your organization abbreviation in e-mail subject, for example, “*GGP APPLICATION XXX*”  **Send to:** Please send your applications to [embjp@yv.mofa.go.jp](mailto:embjp@yv.mofa.go.jp)  ***- Documents 1～9 below are Mandatory for the 1st step screening. Only those who have submitted complete requirements shall be considered for the initial evaluation.***  ***- Please put the same exchange rates and dates you referred in [1:Budget Breakdown] and [4: Financial Status Sheet].***  ☐ 1. Budget Breakdown (Please use the template [Attachment-1 Budget Breakdown (Excel)]  ☐ 2. Booklet or Pamphlet of your organization  ☐ 3. Organization Chart or List of Member  ☐ 4. Financial Status Sheet (Please use the template [Attachment-4 Financial Status Sheet (Excel)]  ☐ 5. List of Implemented Projects (Please use the template [Attachment-5 List of Implemented Projects (Excel)]  ☐ 6. Maps showing the Project Site  ☐ 7. (For Provision of Equipment) Pamphlet or Catalogue of the Equipment  ☐ 8. (For Construction/ Renovation) Floor Map of the Building of the Project Site  ☐ 9. Three price quotations from possible suppliers for all items to be finaced by GGP inculuding audit  (☐ 10. Any other supporting documents if any)  ***- If your application is good enough, you will be requested to submit to us the following additional documents for the 2nd step selection soon (might be in July or August, 2021). Therefore, it would be recommended you to prepare also documents below simultaneously while preparing documents 1～10 above.***  ***Documents 11～16 below are Mandatory for the 2nd step selection.***  ☐ 11. (Audited) Financial Reports for past 2 years  ☐ 12. (For Provision of Equipment) Floor Layout Map indicating where the Equipment will be installed  ☐ 13.(For Construction/Renovation) Completion or Blueprint Image after the completion  ☐ 14.(For Construction/Renovation) Feasibility Study Report to be issued by an independent third party  ☐ 15. (For Training/Capacity Building) Class Description and Tentative Curriculum  ☐ 16. Proof of Property Ownership or Right to Usage, Registry Extract or Contract with Owner of Lands or Facilities where you will utilize during the implementation of the project.  ***Documents 17～18 below are optional for the 2nd step selection.***  ☐ 17.Project Model (successful similar projects in the past)  ☐ 18. Recommendation Letters from third parties  ☐ 19. Confirmation Letters from Co-financing Donors or Sponsors | | | | | | | | | | | | | |