



From  
the People of Japan

## Guideline

Grant Assistance for Grassroots Human Security Projects (GGP)  
Embassy of Japan in Armenia



*Embassy of Japan  
in Armenia*

### 1. Concept and Purpose of the GGP

The Grant Assistance for Grassroots Human Security Project (GGP) is a framework that essentially supports NGOs and local public institutions in order to respond to various development needs in a prompt and precise manner, but on a comparatively small scale. The GGP primarily targets projects contributing to improve Basic Human Needs at the community level, building on the concept of “Human Security”.

### 2. General Information

<b>Grant Amount</b>	Up to <b>JPY 10,000,000</b> (approximately <u>USD 92,500</u> in FY 2022)
<b>Duration of Project</b>	Up to <b>12 months</b>
<b>Eligible Applicant</b>	<ul style="list-style-type: none"> <li>➤ Local/International Non-Government Organizations (NGOs)</li> <li>➤ Local Municipalities</li> <li>➤ Public Institutions (including all types of schools and hospitals/clinics)</li> </ul> <p><b>At least 2 years of experience in grant management with stable financial status are required.</b></p> <p><b>Individuals and private companies are not eligible</b></p>
<b>Project Area and Projects Examples</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Establishing/Renovating educational institution</li> <li>- Providing basic facilities to educational institution</li> <li>- Improving sanitary condition in educational institution</li> </ul> <p><b>Health:</b></p> <ul style="list-style-type: none"> <li>- Providing medical equipment to medical institution</li> <li>- Providing mobile clinic vehicle</li> <li>- Renovating/Extending medical institution</li> </ul> <p><b>Welfare:</b></p> <ul style="list-style-type: none"> <li>- Establishing/Renovating community center for vulnerable population</li> <li>- Installing basic equipment to the centers</li> <li>- Providing mobile care service for vulnerable population</li> </ul> <p><b>Environment</b></p> <ul style="list-style-type: none"> <li>- Executing landslide prevention and Improving disaster preparedness</li> <li>- Providing garbage containers and collection vehicle</li> <li>- Equipping renewable energy source</li> </ul> <p><b>Agriculture</b></p> <ul style="list-style-type: none"> <li>- Constructing training center for farmers</li> </ul> <p><b>Water and Sanitation</b></p> <ul style="list-style-type: none"> <li>- Constructing irrigation system</li> <li>- Installing/Replacing water pipes</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>- Reducing mine risk</li> </ul>



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	<ul style="list-style-type: none"> <li>- Supporting refugees</li> <li>- Improving Universal Design</li> </ul>
<b>Funding Limitation</b>	<p><b>Acceptable Costs/Activities</b></p> <ul style="list-style-type: none"> <li>➤ Constructing/renovating buildings/facilities</li> <li>➤ Purchasing equipment (which will be used for at least 10 years)</li> <li>➤ Training, <b>only if it is essential for the project, and its cost must not exceed about 30% of the total budget</b></li> <li>➤ External Auditing fee (<b>It can be included in budget</b>)</li> </ul> <p><b>An equipment cannot be split by different resources (either GGP covers full price or none)</b></p> <hr style="border-top: 1px dashed black;"/> <p><b>Unacceptable Costs/Activities</b></p> <ul style="list-style-type: none"> <li>➤ Indirect expense for project implementation</li> <li>➤ Running expense of the applicant organization               <ul style="list-style-type: none"> <li>- Salaries, utilities and administrative costs</li> </ul> </li> <li>➤ Reserve fund</li> <li>➤ Capital for profitable business of individuals or enterprise</li> <li>➤ Fund or Item to be distributed to specific individuals               <ul style="list-style-type: none"> <li>- Scholarships, houses, or clothes that are given to specific individuals</li> <li>- Water pipes and electric cable to connect each individual household</li> </ul> </li> <li>➤ Substances which are harmful to human health               <ul style="list-style-type: none"> <li>- Alcohol, tobacco, etc.</li> </ul> </li> <li>➤ Research fee</li> <li>➤ Fee for survey and construction management for the projects</li> <li>➤ Maintenance/Operation expense of the project outcome after the completion</li> <li>➤ Consumable goods               <ul style="list-style-type: none"> <li>- Vaccination, books, foods, etc.</li> </ul> </li> <li>➤ Regular vehicles</li> <li>➤ PC and other common electronic devices</li> <li>➤ Commission fee or any other expense for the banking system</li> <li>➤ Expense that will be income source for the government               <ul style="list-style-type: none"> <li>- Operation permit fee, Vehicle license fee</li> </ul> </li> <li>➤ Taxes including VAT</li> </ul>
<b>Main Selection Criteria</b>	<ul style="list-style-type: none"> <li>➤ <b>Priorities of the Government of Japan</b></li> </ul> <p>The project is in line with the Japanese Assistance Policy for the Republic of Armenia. More information is available on the website:</p> <p><b>Assistance Policy for the Republic of Armenia:</b></p> <p><a href="http://www.ru.emb-japan.go.jp/ARMENIA/20130613.html">http://www.ru.emb-japan.go.jp/ARMENIA/20130613.html</a></p>



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	<ul style="list-style-type: none"> <li>➤ <b>Quality and feasibility of the concept</b> The concept is well organized with elaboration on how project would be implemented.</li> <li>➤ <b>Necessity and urgency of the project</b> The project background is well described, with detail why the project is necessary. The proposal outlines what kind of impact could be expected.</li> <li>➤ <b>Cost-effectiveness of the requested budget</b> Costs are reasonable in relation to the proposed activities and expected benefit. Co-financing with other donors and/or partial contribution from governmental bodies are welcomed.</li> <li>➤ <b>Sustainability</b> The Project will continue to have positive impact after the project.</li> <li>➤ <b>Diversity</b> The project diversifies our portfolio. The list of implemented projects are available from <a href="#">here</a>.</li> <li>➤ <b>Organizational capacity and record on previous experiences</b> The organization has expertise in the field and is confident of its ability to undertake the project. This includes a financial management.</li> </ul>
<b>How to Apply</b>	<p>To apply, please make sure to read thoroughly <a href="#">Terms and Conditions of GGP</a> in advance.</p> <p>The following documents are required</p> <ul style="list-style-type: none"> <li>➤ <b>Concept Note (All information should be provided in English)</b></li> <li>➤ <b>Photos of the Project Site (Up to 8)</b></li> </ul> <p><b>Step 1: Submit the Concept Note and Photos to <a href="mailto:grassrootsjp@yv.mofa.go.jp">grassrootsjp@yv.mofa.go.jp</a> by <a href="#">July 31, 2022</a>.</b></p> <p><b>Step 2: Receive a confirmation of receipt</b> from the Embassy of Japan. If you do not receive the email, please contact us.</p> <p><b>Step 3: Develop and submit the full package of application</b>, following the notification of short-listed applicants from the Embassy.</p>
<b>Further Requirement</b>	<p><b>If you are short-listed, regardless of your project type, you will be requested to submit:</b></p> <ul style="list-style-type: none"> <li>➤ Budget Breakdown</li> <li>➤ Three Quotations from possible suppliers</li> <li>➤ Three Quotations from audit companies</li> <li>➤ Booklet or Pamphlet of your organization</li> <li>➤ Organization Chart or List of Member</li> <li>➤ Financial Status Sheet</li> <li>➤ (Audited) Financial Reports for past 2 years</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ List of Implemented Projects</li> <li>➤ Maps showing the Project Site</li> </ul> <p><b>If your project plans to provide any equipment, you will need to submit:</b></p> <ul style="list-style-type: none"> <li>➤ Pamphlet or Catalogue of the Equipment</li> <li>➤ Floor Map of the Building marking where to install/store the Equipment</li> </ul> <p><b>The equipment shall be able to be repaired and maintained in the country, and building where to install/store the equipment shall be resilient to do so.</b></p> <p><b>If your project contains construction/rehabilitation of buildings, you will need to submit:</b></p> <ul style="list-style-type: none"> <li>➤ Floor Plan of the Building</li> <li>➤ Blueprint or Design Plan of the Project</li> <li>➤ Completion Image</li> <li>➤ Feasibility Study Report</li> </ul> <p><b>The property/site must be tolerate to envisaged civil works.</b></p> <p><b>If your project plans to provide training or capacity building, you will need to submit:</b></p> <ul style="list-style-type: none"> <li>➤ Class Description and Tentative Curriculum</li> </ul> <p><b>Submission of the following documents is optional, but highly recommended:</b></p> <ul style="list-style-type: none"> <li>➤ Recommendation Letter</li> <li>➤ Confirmation Letter from Co-financing Donor</li> <li>➤ Project Model (successful similar project)</li> </ul>
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### 3. Procedure of Application

