



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 supports NGOs and local public institutions by responding to various development needs in a prompt and precise manner. The GGP primarily targets projects contributing to the improvement of Basic Human Needs and promotion of “Human Security” at a community level.

2. General Information

Grant Amount	Up to JPY 10,000,000 (approximately <u>USD 72,900</u> in FY 2024)
Duration of Project	Up to 12 months
Eligible Applicant	<ul style="list-style-type: none"> ➤ Local/International Non-Government Organizations (NGOs) ➤ Local Municipalities ➤ Public Institutions (Schools/hospitals/clinics) <p>At least 2 years of experience in grant management with stable financial status are required.</p> <p>Higher educational institutions (colleges or universities), individuals and private companies are not eligible</p>
Project Area and Projects Examples	<p>Education:</p> <ul style="list-style-type: none"> - Establishing/Renovating educational institution - Providing basic facilities to educational institution - Improving sanitary condition in educational institution <p>Health:</p> <ul style="list-style-type: none"> - Providing medical equipment to medical institution - Renovating/Extending medical institution - Providing mobile clinic vehicle <p>Welfare:</p> <ul style="list-style-type: none"> - Installing basic equipment to the centers - Establishing/Renovating community center for vulnerable population - Providing mobile care service for vulnerable population <p>Environment</p> <ul style="list-style-type: none"> - Equipping renewable energy source - Executing landslide prevention and improving disaster management - Providing garbage containers and collection vehicle <p>Agriculture</p> <ul style="list-style-type: none"> - Constructing training center and providing necessary equipment for farmers <p>Water and Sanitation</p> <ul style="list-style-type: none"> - Constructing irrigation system - Installing/Replacing water pipes <p>Others:</p>



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



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	<ul style="list-style-type: none"> ➤ Quality and feasibility of the concept The concept is well organized with elaboration on how project would be implemented. ➤ Necessity and urgency of the project The project background is well described, by stating the necessity of the project and fact-based status quo of the situation. The proposal should outline the impact that is expected to take place in case of implementation of the project . ➤ Cost-effectiveness of the requested budget Costs are reasonable in relation to the proposed activities and expected outcomes. Co-financing with other donors and/or partial contribution from governmental bodies can be valued as an advantage during selection process. ➤ Sustainability The Project outcomes should have continuous positive impact after the completion of project. ➤ Diversity The project diversifies Japan Embassy’s GGP portfolio. The list of implemented projects are available from here. ➤ Organizational capacity and record on previous experiences The organization has expertise in the proposed field of activity and has a proven capacity ability to undertake the project and manage finances accordingly.
How to Apply	<p>Before applying carefully read the Terms and Conditions of GGP in advance. The following documents are required</p> <ul style="list-style-type: none"> ➤ Concept Note (All information should be provided in English) ➤ Photos of the Project Site (Up to 8) <p>Step 1: Submit the Concept Note and Photos to grassrootsjp@yv.mofa.go.jp by February 29th, 2024.</p> <p>Step 2: Receive a confirmation of receipt from the Embassy of Japan. If you do not receive the email in two working days, please contact us.</p> <p>Step 3: Develop and submit the full package of application, once you are notified about being short-listed by the Embassy.</p>
Further Requirement	<p>If you are short-listed, the following documents will be requested for submission:</p> <ul style="list-style-type: none"> ➤ Budget Breakdown ➤ Three Quotations from possible suppliers ➤ Three Quotations from audit companies ➤ Booklet or Pamphlet of your organization ➤ Organization Chart or List of Member ➤ Financial Status Sheet



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- List of Implemented Projects
- Maps showing the Project Site
- Confirmation Letter from Co-financing Donor (if you have other donors for the project)
- (Audited) Financial Reports for past 2 years (not mandatory)

If your project plans to provide any equipment, you will need to submit:

- Pamphlet or Catalogue of the Equipment
- Floor Map of the Building marking where to install/store the Equipment

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.

If your project contains construction/rehabilitation of buildings, you will need to submit:

- Floor Plan of the Building
- Blueprint or Design Plan of the Project
- Letter from construction companies or local government which secure that the envisaged civil works will meet earthquake resilience criteria of RA and will be feasible from the geotechnical and geographical perspective

If your project plans to provide training or capacity building, you will need to submit:

- Class Description and Tentative Curriculum

Submission of the following documents is optional, but highly recommended:

- Recommendation Letter
- Project Model (successful similar project)

3. Procedure of Application

