**THE SIZE OF THE CONCEPT NOTE SHOULD NOT BE ALTERED.**

1. **Applicant**

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| --- | --- | --- | --- |
| **Name of the Organization** |  | | |
| **Status / Characteristics** | *Select* | **Registration ID** |  |
| **Year of Establishment** |  | **Number of Staff** |  |
| **Office Address** |  | | |
| **Representative**  **(Name, Title)** |  | | |
| **E-mail address** |  | | |
| **Tel. number** |  | | |
| **Link to the website/social media page of the organization (if any)** |  | | |
| **Additional contact information** | | | |
| **Person in Responsible**  **(Name, Title)** |  | | |
| **E-mail address** |  | | |
| **Tel. number** |  | | |

* 1. **Project Experiences** *\*Please list up major projects your organization has implemented.*

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| --- | --- | --- | --- |
| **Project Name** | **Donor** | **Period** | **Amount (USD)** |
| *e.g. The Project for XXXXXXXX* | *Embassy of Japan* | *Apr 2017*  *~ Mar 2018* | *90,000* |
|  |  |  |  |
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* 1. **Financial Status** *\*Please fill-in a table of financial summary.*

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| --- | --- | --- | --- |
| **Year** | **Income (USD)** | **Expenditure (USD)** | **Balance (USD)** |
| **2022** |  |  |  |
| **2023** |  |  |  |

1. **Project *\*Please provide all the information in ENGLISH***

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| --- | --- |
| **Title of the Project**  \*Start with “The Project for…” | The Project for |
| **Project Location** |  |
| **Problem Description and Background Information**  *\*Please summarize the current situation of project site. Outline what the problem is, why it is a problem, who are affected and when the problem was identified. Use numbers and objective data where possible.* | |
|  | |
| **Goals and Objectives**  *\*Please summarize goals, objectives and main activities that will be implemented in frames of the project and describe the expected results in short.* | |
|  | |
| **Project Impact on the Displaced People from Nagorno-Karabakh**  *\*Please clearly identify the benefits that project will provide to the displaced people from Nagorno-Karabakh by mentioning amount of the people that will be impacted and the means you propose for supporting them.* | |
|  | |
| **Component and Budget Allocation**  *\*Please summarize activities, describe how you plan to use the budget and write down the approximate amount of expenses.* | |
|  | |
| **Risks** *\*Describe the main risks that may arise during the implementation of the project.* | |
|  | |
| **Target Group** | Select |
| **Population of Beneficiaries** | People *\*Estimated direct beneficiaries* |
| **Duration** | Months*\*Duration should be up to 12 months* |
| **Requested Budget** *\*without VAT* | (USD) (AMD) |
| **Total Budget** (incl. other sources) | (USD) (AMD) |
| **Co-Finance (If any)** |  |
| **Recommendation (If any)** |  |

1. **Questionnaire The answers will NOT be considered for the selection.**

|  |  |
| --- | --- |
| **How did you know GGP?** |  |
| **Have you applied to GGP before?**  **\*if yes, please write the project title and year of submission.** | (Year) |
| (Title) |
| **Embassy of Japan is aiming to expand GGP in Armenia. To be more beneficial and satisfactory opportunity, please leave feedbacks or comments regarding GGP.** | |
|  | |

1. **Note**

* Before submitting the concept note, please read [Terms and Condition](https://www.am.emb-japan.go.jp/files/100580949.pdf) once again. You will be deemed to have acknowledged them upon the submission of the concept note.
* Please make sure that the concept note is completely filled with all the relevant details together in **English**.
* Please make sure that the size of the concept note is not altered, so it is within 4 pages.
* Please be aware that until your project is officially approved, the Embassy of Japan does not guarantee its funding possibility, although it is your responsibility to ensure that all efforts are made to increase your eligibility for the opportunity.
* The Embassy of Japan 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 of Japan in relation to your organization, the Embassy of Japan will disqualify your project at any stages in the GGP process.

1. **How to Apply**

* **Submit this document together with photos** to [grassrootsjp@yv.mofa.go.jp](mailto:grassrootsjp@yv.mofa.go.jp)

by **February 29th, 2025.**

* The E-mail title should be “GGP application (the name of your organization)”.
* If you do not receive a confirmation of receipt from the Embassy within **2 working days**, please contact us.

**Contact**

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| Embassy of Japan in Armenia (23/4 Babayan St., Yerevan, RA)  → **For inquiry & Submission** : [grassrootsjp@yv.mofa.go.jp](mailto:grassrootsjp@yv.mofa.go.jp) /  (+374) 11 52 30 10 |