

# APPLICATION FORM

for

## 2020

## EDUCATION

### **IMPORTANT INFORMATION**

Please ensure that you have read through the GGP Guidelines for 2020 before completing the application form.

**CLOSING DATE:**

**Friday 3 April 2020**

The application documents must be delivered to the Embassy of Japan by hand or any other reliable methods by the deadline.

Any application documents submitted via FAX or email will not be accepted.

**Region:** \_\_\_\_\_

**Constituency:** \_\_\_\_\_

**Name of the Organisation:** \_\_\_\_\_

**Year founded:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

*(Please indicate the exact amount based on the lowest of your 3 quotations)*

**1. APPLICANT'S DETAILS**

(1.1) Official name of the organisation: \_\_\_\_\_

(1.2) Category (**underline applicable categories**)  
\*Public, Private, Other (Specify: \_\_\_\_\_ )

(1.3) Physical address:  
\_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Region: \_\_\_\_\_

(1.4) Telephone number: (\_\_\_\_\_) \_\_\_\_\_  
Fax number: (\_\_\_\_\_) \_\_\_\_\_  
E-mail address: (\_\_\_\_\_) \_\_\_\_\_

(1.5) Name of the principal/ head of the organisation:  
Name: \_\_\_\_\_ Title: (Mr, Mrs, Miss, \_\_\_\_\_)  
Cell number: \_\_\_\_\_

(1.6) List of School Governing Board Members (*\*please attach IDs of respective members*)

1. Name: _____	Position: _____	Title: (Mr, Mrs, Miss, _____)
2. Name: _____	Position: _____	Title: (Mr, Mrs, Miss, _____)
3. Name: _____	Position: _____	Title: (Mr, Mrs, Miss, _____)
4. Name: _____	Position: _____	Title: (Mr, Mrs, Miss, _____)
5. Name: _____	Position: _____	Title: (Mr, Mrs, Miss, _____)
6. Name: _____	Position: _____	Title: (Mr, Mrs, Miss, _____)

*\* add as necessary*

(1.7) Details of the officials of the line Government Ministry (ex, Circuit Manager of Ministry of Education)

Name: \_\_\_\_\_ Title: (Mr, Mrs, Miss, \_\_\_\_\_)

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_



(1.9) Has the organisation received any financial or technical support from foreign governments, international organisations or NGOs (if previously funded by the Embassy of Japan do include)? If so, describe the details of the assistance (kindly attach separate list if space is insufficient):

Name of Donor	Telephone Number	Year Funded	Amount Funded	Assistance provided

*\* add as necessary*

<b>2. CURRENT STATUS OF THE APPLICANT</b>
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(2.1) Number of teachers/ instructors: \_\_\_\_\_

\*Qualified: \_\_\_\_\_

\*Unqualified: \_\_\_\_\_

(2.2) Number of students/ learners: \_\_\_\_\_ (\*OVC: \_\_\_\_\_)

\*Boys: \_\_\_\_\_

\*Girls: \_\_\_\_\_

(2.3) Number of Administrative Staff: \_\_\_\_\_

(2.4) List all the classrooms and building facility which are currently used at your school/ organisation, and indicate number of students/ learners/ users in each room, type of building structure, and class schedule respectively.

\*If your organisation is a primary/secondary school and runs double shift system, please indicate the grade and class sharing the classroom.

\*If you are a vocational training institution, kindly indicate the duration of the course and the number of applications received for the current intake.

Classrooms	No. of students	Type of Building structure	Class schedule	Room sharing with	No. of applicants
<i>(e.g1. P/S School)</i> <b>Grade 1A</b>	<b>27</b>	<i>Iron Sheet structure/</i>	<b>Summer:7:20-12:20(5h) Winter:7:20-11:50(4.5h)</b>	<b>Grade 3A</b>	<b>-</b>
<i>Library</i>	<b>480(G1-G6)</b>	<i>Permanent structure</i>	<b>Open 7:00-16:00</b>	<b>-</b>	<b>-</b>
<i>(e.g2. Vocational Training)</i> <b>Welding &amp; Metal Fabrication course</b>	<b>20</b>	<i>Permanent structure</i>	<b>7:20-12:20(5h) for 12 months</b>	<b>-</b>	<b>53</b>

\* *add as necessary*

(2.5) List assistance from parents and/or community at large which the organisation receives, if any.

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**3. PROPOSED PROJECT DETAILS**

(3.1) Background/ issues: Explain the problems need to be solved, why interventions are necessary. Please include socio-economic background of your community/ constituency (such as population, illiteracy rate, unemployment rate, major economic activities).

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(3.2) Details of the proposed project:

(3.2.1) Objectives: What do you want to achieve through the proposed project?

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(3.2.2) Planned activities: What the GGP funding is to be utilised for?

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(3.2.3) Planned Project Budget: State the planned project budget with breakdown. Please note that 3 quotations from local supplies per contract need to be obtained and attached, and that the most reasonable quotation(s) must be used for the budget planning. GGP does not cover VAT.

	<b>Total amount excluding VAT</b>	<b>Total Amount VAT</b>	<b>Total amount including VAT</b>
<b>【 EXAMPLE 】</b> Construction of 4 classrooms and 1 store	740,000	111,000	851,000
School Equipment (learner's desk & chair x 60)	88,500	13,275	101,775
Project External Audit	5,000	750	5,750
<b>Total Amount</b>	<b>833,500</b>	<b>125,025</b>	<b>958,525</b>
Project External Audit			
<b>Total Amount</b>			

*\*Add as necessary*

(3.2.4) Expected results after planned activities are completed: State expected direct and immediate impact of the project to your organisation and community at large after completion of the project.

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(3.2.5) Expected beneficiaries and the number: Who will benefit from the GGP, and how many will they be?

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(3.2.6) Project Implementation Plan with monthly schedule:

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(3.2.7) Please provide a site plan of your organisation- current status as well as expected plan after completion of the GGP Please indicate the total square meter of the buildings and the plot. (see Page 13. ANNEX for an example).

**Present(Before Funding)**

Total size of blocks: \_\_\_ m<sup>2</sup>  
Total plot of land: \_\_\_ m<sup>2</sup>

**Future (After Funding)**

Total size of blocks: \_\_\_ m<sup>2</sup>  
Total plot of land: \_\_\_ m<sup>2</sup>

(3.3) Ownership of the project site:

\* Is your organisation the owner, tenant, or other? (specify: \_\_\_\_\_)

\* If your organisation is not the owner, please explain the legal relationship with the landowner (provide relevant documents)

\_\_\_\_\_  
\_\_\_\_\_

\* Postal address of the owner: \_\_\_\_\_

\* Telephone number of the owner: \_\_\_\_\_

(3.4) Full name of the signer for the GGP grant contract with the Embassy

Name: \_\_\_\_\_ Title: (Mr, Mrs, Miss, \_\_\_\_\_)

Position: \_\_\_\_\_

(3.5) Full name of the project manager/ focal point of the GGP

Name: \_\_\_\_\_ Title: (Mr, Mrs, Miss, \_\_\_\_\_)

Position: \_\_\_\_\_

(3.6) Full name of the project accountant

Name: \_\_\_\_\_ Title: (Mr, Mrs, Miss, \_\_\_\_\_)

Position: \_\_\_\_\_

(3.7) Please explain your visibility plan for the assistance from the Government of Japan.

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#### **4. Necessary Documents to be attached: Check List**

The below documents are part of the application. **Please make sure that you attach ALL the listed documents.** If attached, please tick respective boxes.

- Three Quotations from three different contractors, and/or suppliers and auditors**
- Financial audit reports for the last three years**
- Certified copies of all the member of your school governing body listed in Application (1.6)**
- A letter promising to maintain the project by your own budget**
- A letter explaining how you will cover any excess costs, should they be incurred**
- A letter promising to cover all the bank service charges**
- A letter promising to cover the Value Added Tax (VAT) by applicant or designated party**
- A letter from the Department of Education supporting your request**

***If a proposed project includes some construction works, please attach:***

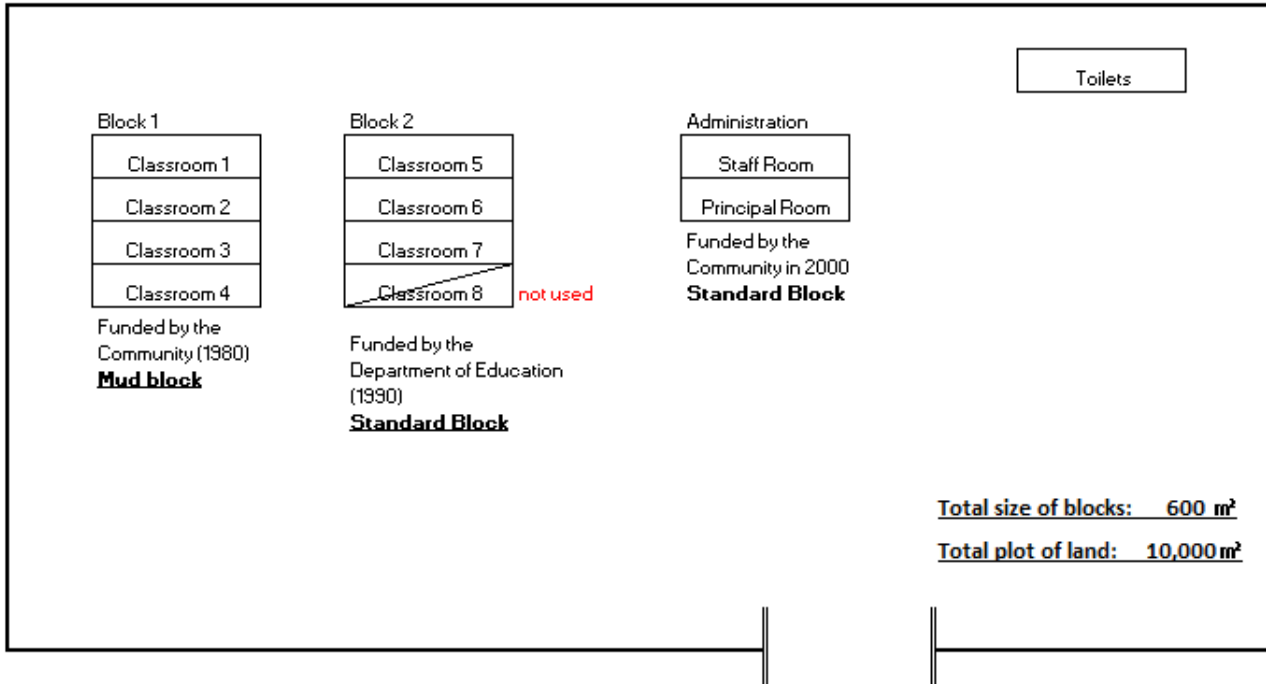
- An architecture plan approved (stamped) by an appropriate Government Authority**
- A tax clearance certificate from each construction company**
- Good Standing Certificate from each construction company**
- A letter from the Line Government promising to provide furniture and teachers  
should it be necessary**
- A certified copy of the title deed which proves your ownership of the land**

**ANNEX (EXAMPLE of (3.2.6))**

(3.2.6) Please provide a site plan of your organisation- current status as well as expected plan after completion of the GGP Please indicate the total square meter of the buildings and the plot. (see Page 11. ANNEX for an example).

*[Example: The Project for the Construction of 3 Classrooms and Renovation of 1 Classroom in ABC School ]*

**Present(Before Funding)**



**Future (After Funding)**

