

APPLICATION FORM

for

2020

GENERAL

IMPORTANT INFORMATION

Please ensure that you have read through the GGP Guidelines 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 institution, NPO, Community Based Organisation, Other (Specify: _____)

(1.3) Purpose of the establishment (Main Activities) (* Please include organisational background/profile and the organisational structure) :

(1.4) Number of Staff Member: Administrative Staff: _____
Technical Staff: _____
Volunteer: _____
Other _____ (Specify: _____)

(1.5) Beneficiaries: Who are the beneficiaries of your organisation and how many are they?

(1.6) Physical address: _____
_____ Postal Code: _____
Region: _____

(1.7) Telephone number: () _____
Fax number: () _____
E-mail address: () _____

(1.8) Name of the head of the organisation:
Name: _____ Title: (Mr, Mrs, Miss, _____)
Cell number: _____

(1.9) List of the organisation's management body: (**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*

(1.10) Place of the original establishment (circle one):
Namibia, other (specify: _____)

(1.11) Countries of activities other than Namibia (if any):

(1.13) 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):

<u>Name of Donor</u>	<u>Telephone Number</u>	<u>Year Funded</u>	<u>Amount Funded</u>	<u>Provided Assistance</u>

** add as necessary*

2. PROPOSED PROJECT DETAILS

(2.1) 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).

(2.2) Details of the proposed project:

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

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

(2.2.3) Planned Project Budget: State the planned project budget with breakdown. Please note that 3 quotations from local suppliers 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.

	Total amount excluding VAT	Total Amount VAT	Total amount including VAT
【 EXAMPLE 】 Construction of Care Center for Orphan (2 rooms)	800,000	120,000	920,000
Equipment (desk & chair x 30)	44,250	6,637	50,887
Project External Audit	5,000	750	5,750
Total Amount	849,250	127,387	976,637
Project External Audit			
Total Amount			

**Add as necessary*

(2.2.4) 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.

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

(2.2.6) Project Implementation Plan with monthly schedule:

(2.2.7) 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 12. ANNEX for an example).

Present(Before Funding)

Total size of blocks: _____ m²
Total plot of land: _____ m²

Future (After Funding)

Total size of blocks: _____ m²
Total plot of land: _____ m²

(2.3) 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: _____

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

Name: _____ Title: (Mr, Mrs, Miss, _____)

Position: _____

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

Name: _____ Title: (Mr, Mrs, Miss, _____)

Position: _____

(2.6) Full name of the project accountant

Name: _____ Title: (Mr, Mrs, Miss, _____)

Position: _____

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

3. 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**
- An NPO Certificate if not a public institution**
- Financial audit reports for the last three years**
- Bank statements for the last three months**
- Certified copies of all the member of your organisation's management body listed in Application (1.9)**
- 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**
- Proof of address (i.e. a copy of your most recent utility account)**

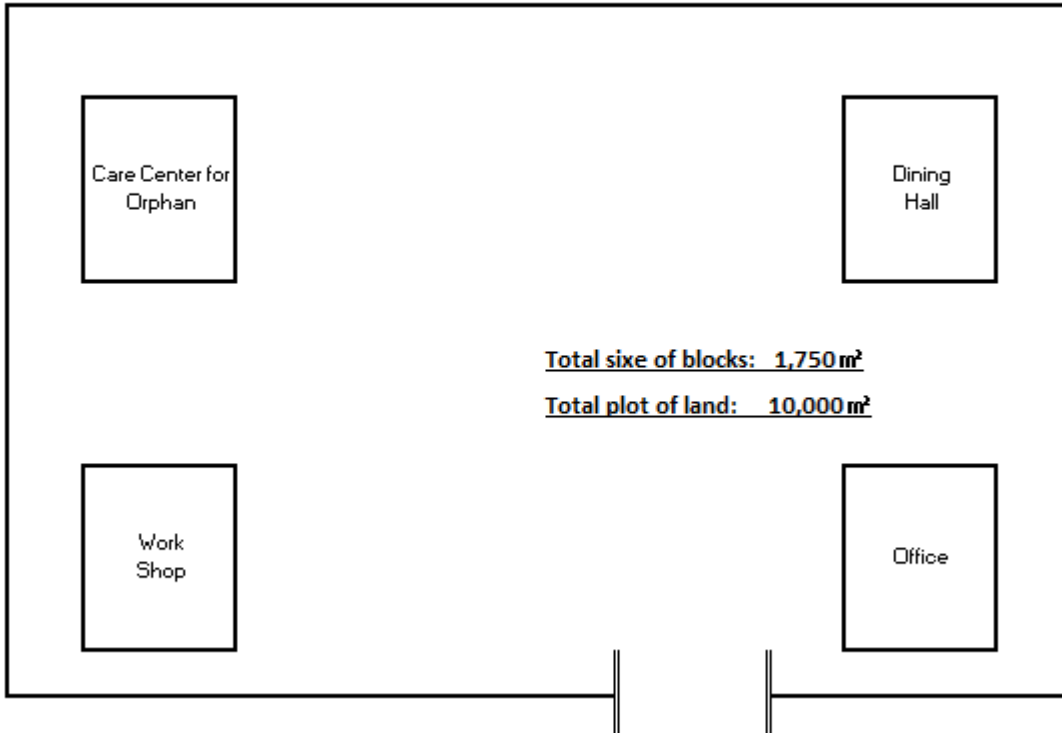
If a proposed project includes some construction works, please attach:

- 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 certified copy of the title deed which proves your ownership of the land**

ANNEX (EXAMPLE of (2.2.7))

(2.2.7) 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 12. ANNEX for an example).

Present(Before Funding)



Future (After Funding)

