

APPLICATION FORM

for

2020 Health

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 in Namibia 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 and Medical/Health services provided) (Please include organisational background/profile and the organisational structure.):

(1.4) Number of Personnel: Administrative Staff: _____
Doctor: Qualified: _____ Unqualified: _____
Nurse: Qualified: _____ Unqualified: _____
Community Health Worker: _____
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 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):

Name of Donor	Telephone Number	Year Funded	Amount Funded	Form of Assistance

* *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).

(2.2.3) 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 Examination Center (1 room)	400,000	60,000	460,000
Examination Equipment (1 X-ray)	300,000	45,000	345,000
Project External Audit	5,000	750	5,750
Total Amount	705,000	105,750	810,750
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.

(2.2.7) 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

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 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)**

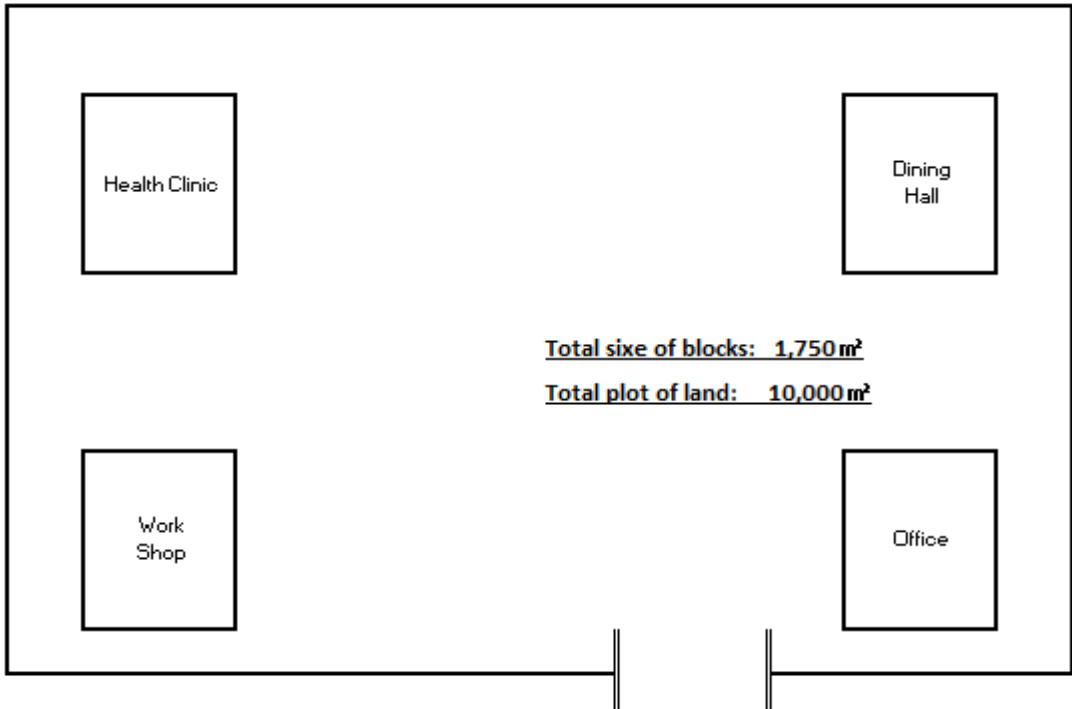
If a proposed project includes some construction works, please attach:

- 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)

