

# GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS (GGP) GUIDELINES for 2023

- Application deadline is **10 February 2023**.
- Duly completed application form with all the required documents must be submitted in hard copies **by hand or any other reliable methods to the address below before the deadline.**
- Please **make a copy of your application, including the quotations and attachments for your records.**
- Please note that screening all the applications received normally takes more than several months and only successful applicants will be contacted accordingly.

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# GGP Guidelines for 2023

## 1. BRIEF INTRODUCTION

The Grant Assistance for Grassroots Human Security Project (GGP) was first introduced as Small Scale Grant Assistance Program in 1989, and in Namibia, the program has been implemented since 1997. The GGP aims to bring direct and immediate impact on the well-being of disadvantaged communities at a grass-roots level by supporting relatively small development projects to be implemented by Non-Profit Organisations (NPOs).

## 2. ELIGIBLE APPLICANT

- ✓ Registered NPOs may apply with **a copy of the NPO registration certificate** attached to the application form. NPOs here include non-governmental organisations, community-based organisations, education institutions, medical institutions and local governments.
- ✓ The site of a proposed project must be located within Namibia.
- ✓ The applicant organisation must have at least **3 (three) years' experiences** in the sector of the proposed project.
- ✓ The applicant organisation is required to have established stable foundations in terms of finance, human resources, project management etc. Therefore, **newly established organisations, pilot projects, initial start-up costs etc. won't be supported** by GGP.
- ✓ Only one (1) application will be considered per organisation.
- ✓ Individuals or private companies are not eligible to apply.

## 3. PROJECT AREAS

The GGP mainly covers tangible improvement, such as constructing classroom blocks at primary and secondary schools, and improving fundamental medical equipment at hospitals etc.

The following areas are not financed by the GGP

- ✓ Projects for assisting research at advanced academic institutions, sponsorship/scholarship
- ✓ Projects for improving the capacities of the recipient organization itself
- ✓ Projects that are limited to commercial activities and creation of employment of particular individuals and organisations, and where the direct benefits on grass-roots activities are uncertain
- ✓ Projects that are not closely related to economic and social development (such as culture, arts, and sports related projects)
- ✓ Projects with a political or missionary purpose or the intention of military use
- ✓ Even if a project is eligible for the GGP, consumables, small fixtures, and running and maintenance costs of facilities and equipment, etc., are not financed

The projects to be implemented in cooperation with Japanese private companies and/or that utilise Japanese private companies' products are welcomed.

#### 4. APPLICATION FORM

Please use an appropriate form (see page 6 of the guidelines). For Education related projects, please use a form for 'Education' and 'General' for other areas. Application forms are available in MS Word format on the Embassy's website or can be furnished in MS Word format upon request.

**Please make sure that all the necessary documents are dully attached to the application.**

Before submission, kindly make **check against "Check List"** which is attached to the respective application forms.

#### 5. GRANT FUNDING

##### 5.1 Maximum Grant Limit

The standard limit is **NAD 950,000.00**. The amount is subject to change due to the inevitable fluctuation of the exchange rates.

##### 5.2 Grant Coverage

The items such as followings **can be covered** by GGP:

- ✓ Materials and labour cost for construction of buildings
- ✓ Purchase of equipment which is essential for the project implementation
- ✓ Transportation cost for approved items
- ✓ Skills training necessary for the project (e.g. training on new equipment introduced through the approved GGP).
- ✓ External audit fee

The applicant organisation is required to clarify how the requested total amount is calculated by providing a list of the requested equipment, cost breakdown etc. The requested amount should be reasonable and fair in terms of local market prices. In light of the above, **3 (three) quotations from 3 different suppliers that clearly indicate VAT amount must be provided for each requested item** and the requested total amount must be calculated based on the most reasonable quotation(s).

Please note that the following items **can NOT be covered**:

- ✓ Value-added tax (VAT)
- ✓ Bank charges
- ✓ Consumables
- ✓ Maintenance costs of facilities and equipment
- ✓ Contingency budget
- ✓ Administrative cost of the applicant organisations, such as running cost, staff salary etc.
- ✓ Project preparation expenses relating to and/or required for the organisations' application to the GGP, such as professional architectural fees, quantity surveys etc.

Please refer to pages 6 & 7 of the guidelines for more details

## **6. REGULATIONS AND CONDITIONS**

### **6.1 No additional grant will be made available**

The GGP is a once-off financial assistance scheme. Once a grant application is approved, **no additional grant will be made available**, even in such event that the applicant organisation lacks funds to complete the project due to unforeseen circumstances or expenses.

Moreover, the grant amount is settled in United States Dollars (USD) converted from the requested amount in NAD, applying the exchange rates in accordance with the Ministry's policies and regulations. The prevailing rate is to be used when the approved amount in USD is transferred to the applicant organisations' bank account in NAD. Accordingly, **there is an inevitable possibility that the total amount in NAD to be credited to the applicant organisation may be less or more than the requested amount in NAD**. Please note that the GGP won't provide any additional grant even under such circumstances. The recipient organisations should be responsible to complete the project as approved by covering such shortfall.

### **6.2 Project period is within one year**

The GGP is implemented in one-year cycle as its budget is allocated annually; therefore, in principle, projects to be supported by the GGP should be completed within one year from the signing date of the grant contract. Should applicant organisations seek for a project longer than one year, please consult with the Embassy.

In the event that a project is delayed due to unforeseen circumstances, the recipient organisation must inform the Embassy, in writing, of the reason for the delay. Should the recipient organisations fail to comply with this requirement, the Government of Japan reserves the right to request a full refund of the grant from the organisations.

### **6.3 Donated Facilities/Equipment must be maintained by the recipient organisations.**

The recipient organisations must be responsible for maintaining the facilities/equipment granted through the GGP after completion of the projects. Organisations which cannot guarantee this requirement are not considered for funding.

### **6.4 Recipient organisations should be accountable for the grant funding**

The recipient organisations must submit an interim and final reports on the progress of the project and on the utilisation of the grant on or before the dates stipulated in the grant contract. In the event that the grant is revealed to have been utilised for any other purposes than the approved items, the Government of Japan reserves the right to request a full refund of the grant from the organisations.

The recipient organisations **must also submit a project audit report at the end of the project**. Please include such budget in your application.

### **6.5 The facilities/equipment to be granted by the GGP must be clearly indicated when a project is co-financed by other donors.**

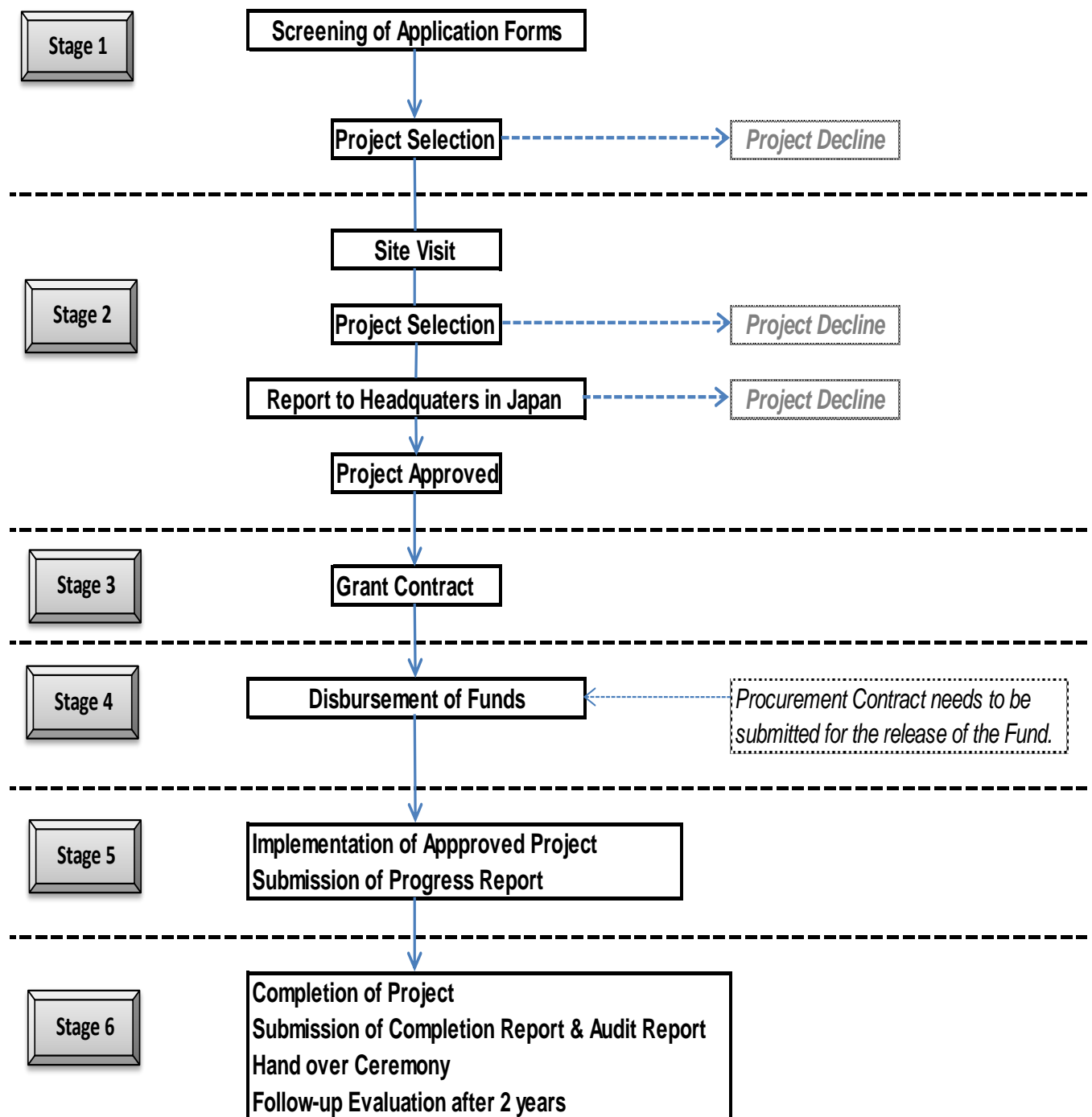
The GGP could consider supporting a project co-financed by other donors. In such cases, the facilities/equipment to be granted by the GGP as well as responsibilities of respective donors need to be clearly indicated in the application.

## **7. APPLICATION DEADLINE**

Application deadline for 2023 is 10 February. Duly completed application form with all the required documents must be submitted in hard copies by hand or any other reliable methods to the Embassy of Japan before the deadline. Any application documents submitted via FAX or email will not be accepted.

Please make a copy of your application, including the quotations and attachments, for your records.

## Flow Chart of the GGP



**PLEASE READ THE CRITERIA ON THE FOLLOWING PAGE CAREFULLY  
BEFORE COMPLETING THE APPLICATION FORM**

<u>Sector (Area of Target)</u> Application Form                      Sector		<u>Expected Eligible Applicants</u>	<u>Examples of Approved Items</u>
<u>Education</u>	Education	<u>Education Institutions</u> (e.g. Primary School, Secondary School, Vocational School, Special School) <u>NPOs</u> etc.	Construction of Standard Classrooms, Library Block ( <b>excluding books</b> ), Laboratory Block ( <b>excluding Lab equipment</b> ), IT Room ( <b>excluding computers</b> ), Workshop Classrooms, and Student Toilets, School Hall etc. Provision of Classroom Furniture (students' desks & chairs, etc.), Water Supply System (e.g. Water Tanks and pipelines) etc.
<u>General (Other)</u>	Medical & Health	<u>Health Institutions</u> (e.g. Clinic, Hospital) <u>NPOs</u> etc.	Construction of Clinic, Medical Facilities etc. Provision of Medical Equipment, Mobile Clinics, Ambulance etc.
	Agriculture, Forestry and Fisheries	<u>Local Authorities, Rural Institutions</u> (Farms Associations, Fisheries Associations etc.) <u>NPOs</u> etc.	Construction of Irrigation Farming System, aquaculture facility etc. ( <b>excluding Boreholes</b> )
	Social Welfare	<u>Local Authorities</u> <u>NPOs</u> etc.	Construction of care centre for children/ people with disabilities, orphans/ street children, etc.
	Other	<u>Local Authorities</u> <u>NPOs</u> etc.	Construction of Water Supply System (including Water Tanks, Pumps, Pipeline etc., but <b>excluding Deep Wells</b> ). Small Infrastructure (small-scale bridge, waste management etc.

**Examples of Items Which Cannot be Funded by GGP**

- X Value Added Tax (VAT)**
- X Bank charges**
- X Consumables**
- X Maintenance costs of facilities and equipment**
- X Contingency budget**
- X Administrative cost** (e.g. salaries, compensation, office rent, telephone, electricity, transport, training not related to a requested GGP, etc.)
- X Project preparation expenses relating to and/or required for the organisations' application to the GGP, such as professional architectural fees, quantity surveys etc.**
- X Private business oriented projects**
- X Pilot / Research projects**
- X Cultural and Sports Events or Projects**
- X Specific Individual Items** (e.g. Scholarship, Bursaries, Housing, Foods, Cloths, Travelling fees for monitoring, Attending conferences etc. )
- X Items with political or missionary purpose or any intention of military use**
- X Administration block and related Items**
- X Church construction and other religious activities**
- X Boreholes**
- X Purchase of Land**
- X Legal Advice**
- X Vehicles** (Except for specific purposes such as ambulances, mobile clinics etc.)
- X Computers, Photocopiers, Fax, machines, Audio visual equipment and other peripherals**
- X Trees / Plants**
- X Medical Supplies**

*\*Various items are to be considered in the screening process of proposed projects. These include the project outline, human resources, implementation capability, expected benefits and regional and sectorial balance among proposed projects.*