

APPLICATION FORM

for

2023

GENERAL

IMPORTANT INFORMATION

Please ensure that you have read through the GGP Guidelines 2023 before completing the application form. This form MUST be completed by the applicant organization and not by an intermediary.

CLOSING DATE:

Friday 10 February 2023

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) :

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(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: _____

Access map to your organisation together with written directions from nearest town/city, main roads (N1, R34, D532 etc.). Please include some important landmarks e.g. post office, police station, cafe, street names, and G.P.S Co- ordinates (if possible).	
<div style="text-align: center;">NORTH</div> <div style="display: flex; justify-content: space-between;"><div>WEST</div><div>EAST</div></div> <div style="text-align: center;">SOUTH</div>	
G.P.S Co- ordinates ()	
WRITTEN DIRECTIONS ON HOW TO GET TO YOUR ORGANISATION	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(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, please include this information as well.)? 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 to be solved and 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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(2.2.1) Objectives: What do you want to achieve through the proposed project?

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(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.

**Add as necessary*

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

(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 signatory of 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. (How do you plan to promote the project to the local media etc. and general public?)

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
- ☐ Three quotations from three different auditors to prepare a project external audit report
- ☐ An NPO Certificate if not a public institution
- ☐ Financial audit reports for the last two years (2022 and 2021, or 2021 and 2020)
- ☐ 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 there be any
- ☐ A letter promising to cover all the bank service charges
- ☐ A letter promising to cover the Value Added Tax (VAT) by applicant or a 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

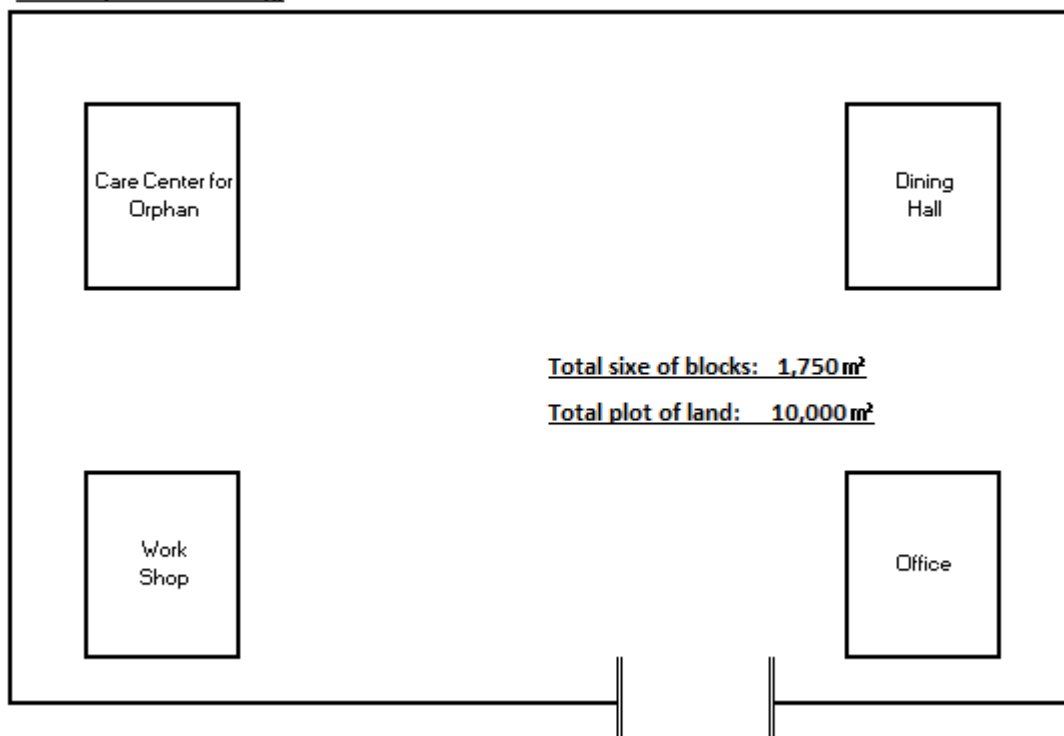
N.B. No same contractor may be awarded GGP for more than two consecutive years for the sake of transparency and fairness and this will be examined during the screening process.

- ☐ 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)

