

APPLICATION FORM for 2023 EDUCATION

IMPORTANT INFORMATION

Please ensure that you have read through the GGP Guidelines for 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 for construction and external auditor's fee)

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 Inspector of Ministry of Education)

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

Position: _____

Telephone number: _____

Fax number: _____

(1.8) Access map to the organisation

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).	
NORTH	
WEST	EAST
SOUTH	
G.P.S Co- ordinates ()	
WRITTEN DIRECTIONS ON HOW TO GET TO YOUR ORGANISATION	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(1.9) Has the organisation received any financial or technical support from foreign governments, international organisations or NGOs (if previously funded by the Embassy of Japan, please include this information as well.)? 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*

2. ***CURRENT STATUS OF THE APPLICANT***

(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.

3. *PROPOSED PROJECT DETAILS*

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ECONOMIC COOPERATION SECTION, EMBASSY OF JAPAN IN THE REPUBLIC OF NAMIBIA, P.O.BOX 23025, WINDHOEK,
78 SAM NUJOMA DRIVE, KLEIN WINDHOEK, Tel: +264 61 426 700 Fax: +264 61 426 749
Email: kaori.ishii@wh.mofa.go.jp Website: https://www.na.emb-japan.go.jp/itpr_en/cooperation.html

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

	Total amount excluding VAT	Total Amount VAT	Total amount including VAT
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
Total Amount	833,500	125,025	958,525
Project External Audit			
Total Amount			

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

(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: m²

Total plot of land: m²

Future (After Funding)

Total size of blocks: m²

Total plot of land: m²

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

4. Necessary Documents to be attached: Check List

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ECONOMIC COOPERATION SECTION, EMBASSY OF JAPAN IN THE REPUBLIC OF NAMIBIA, P.O.BOX 23025, WINDHOEK,
78 SAM NUJOMA DRIVE, KLEIN WINDHOEK, Tel: +264 61 426 700 Fax: +264 61 426 749

Email: kaori.ishii@wh.mofa.go.jp Website: https://www.na.emb-japan.go.jp/itpr_en/cooperation.html

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
- ☐ Financial audit reports for the last two years (2022 and 2021, or 2021 and 2020)
- ☐ 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 the applicant or a designated party
- ☐ A letter from the Department of Education, Arts and Culture 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

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

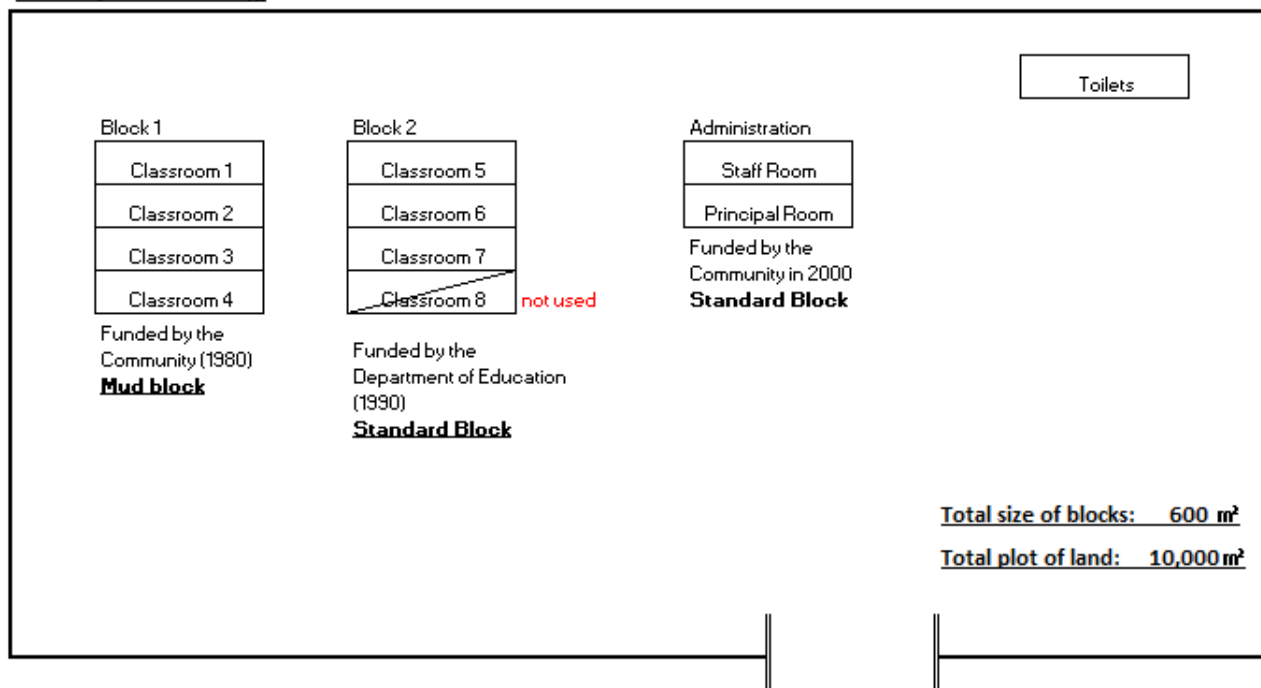
- ☐ A letter from the Line Government promising to provide furniture and teachers should it be necessary
- ☐ A certified copy of the title deed which proves your ownership of the land

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)

