

**Grant Assistance for Grassroots Human Security Projects (GGP)**

**GGP Guidelines**

**NOTE**:

・Closing date: **28 February 2025**

・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 date.

・Please keep your application with 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.

Embassy of Japan

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**GGP Guidelines**

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| 1. **Introduction**
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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 vulnerable people and weak communities at a grass-roots level in the form of small project implemented by NGOs, school, local government etc.

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| 1. **Eligible Applicant**
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* NGO registered at least for 2 years is eligible to apply for the GGP. The NGOs here include non-governmental organisations, community-based organisations, education institutions, medical institutions, and local governments. A **copy of NGO registration certificate** will be attached to application form.
* The site of project must be located in Namibia.
* The applicant organisation must have at least **3 years of experience** in the sector of project.
* The applicant needs to have its stable foundation of the organization in terms of finance, human resources, management etc.
* Only one application can be treated per organisation for a fiscal year.
* Individuals or private companies are not eligible to apply for the GGP

\* ***A for-profit corporation that is engaged in the provision of public services such as medical institutions and schools, or in the humanitarian field can be regarded as eligible.***

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| 1. **Project Areas**
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The GGP mainly covers tangible improvement, such as constructing classroom blocks in 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 capacity of the recipient organization
* Projects for commercial activities and creation of employment for particular individuals and/or organizations
* Projects for a political purpose, missionary, intention of military use
* Consumables, small fixtures, maintenance costs for facility and equipment
* Project to be implemented in cooperation with Japanese private company is welcomed.

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| 1. **Application Form**
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There are 2 different application forms which are available on the website of the Embassy. Please take a suitable one either “Education” or “General” for your project (See Page 6). Be sure that all annexes should be attached, and make sure it with the “**Check List**” in the form.

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| 1. **Grant Funding**
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1. **Maximum Grant Limit**

The maximum budget of project for the fiscal year 2025 is **N$ 1,172,405** (N$ 17/US$ 1). which is equivalent to US$ 68,965 (US$ 1/145 Japanese Yen \****The rate for the fiscal year 2025 will be announced in January, thus this amount is calculated with the estimation rate, not confirmed yet***).

Please note that this amount will vary due to fluctuation of exchange rates which should be taken into account and prepare own funds for extra costs before your submission.

1. **Grant Coverage**
* Materials and labor cost for construction
* Purchase of equipment
* Transportation cost for items
* Skill training which is necessary to function items (e.g. training for new equipment).
* External audit fee

The applicant organisation is required to clarify how the budget is calculated by providing a list of equipment, cost breakdown etc. Each amount of budget must be reasonable and fair in terms of local market prices and **3 quotations from 3 different suppliers with VAT amount** must be provided for each item. The most reasonable quotation(s) will be selected in comparison.

1. **Non-eligible items:**
* Value-added tax (VAT)
* Bank charges
* Consumables
* Maintenance costs of facilities and equipment
* Contingency budget
* Administrative cost of applicant organization, such as running cost, staff salary etc.
* Project preparation expenses relating to such as architectural fees, quantity surveys etc.

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

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| 1. **Regulations and Conditions**
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1. **No additional grant available**

The GGP is a once-off financial assistance scheme. Once the project is selected by the Ministry of Foreign Affairs of Japa in Tokyo with the official documents based on your application, **no additional grant will be made available**. Even if the shortage of budget due to unforeseen circumstances or expenses occurs, the project must be completed with own funds.

Moreover, the grant amount will be settled in United States dollar (USD) converted from the requested amount in Namibian dollar (NAD), applying the exchange rates in accordance with the Ministry’s policies and regulations. The prevailing rate is to be applied when the grant amount in USD will be transferred to a bank account in NAD opened only for the project. Accordingly, **there will be an inevitable situation that the grant amount in NAD arriving into the bank account may be less or more than the requested amount in NAD**.

1. **Project period “Within one year”**

The project in the scheme of the GGP should be implemented in one-year cycle as its budget is allocated for the fiscal year; in principle, the project should be completed within one year from the signing date of grant contract. In case of the completion date of the Project needed to be extended due to unforeseen circumstances, please consult with and receive instructions from the Embassy.

The Embassy of Japan in Namibia reserves the right to claim a refund of a portion or the whole of the grant if: (1) a part or the whole of the grant remains unused when the execution of the Project is suspended or terminated; (2) organization of project breaches the grand contract.

1. **Maintenance of Facilities/Equipment**

The facilities/equipment granted through the GGP must be maintained in good condition at least for 5 years or more and appropriate repair and replacement must be executed if necessary for this purpose.

1. **Accountable for the grant funding**

An interim report and completion report on the progress of the project and on the utilisation of the grant must be submitted 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 Embassy of Japan in Namibia reserves the right to claim a refund of a portion or the whole of the grant.

And an audit report by external audit entity must be also submitted at the end of project, whose cost can be included in project budget.

1. **Co-financed by other donor**

In the scheme of the GGP, co-financed by other donors could be considered for supporting project. 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.

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| 1. **Closing date**
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The closing date of Application for the fiscal year 2025 is 28 February 2025. 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 date. Any application documents submitted via FAX or email will not be accepted. Please keep your application, including quotations and attachments, for your records.

**Flow Chart of the GGP**



**Please Read the criteria on the following page carefully before completing your application form.**

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

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| **Example of Items which can NOT be funded in the 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 the 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.*