**Embassy of Japan in Namibia**

**Grant Assistance for Grassroots Human Security Projects**

**(GGP Program)**

**APPLICATION FORM for 2026**

* **GENERAL -**

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| INFORMATIONBefore completing this application form, please read and understand “GGP Guidelines 2026”. And the form SHOULD be prepared by applicant organization and not by any intermediary. **CLOSING DATE: 28 February 2026**The application documents must be in hard copy and delivered by hand or any other reliable methods to the Embassy of Japan. **Application documents submitted via FAX or email will not be acceptable.** |

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| Name of Organisation |  |
| Region/Constituency |  |
| Year of establishment |  |
| Representative  | **Name (Mr. Ms. Mrs.):****Position:****Phone No.:****Email:** |
| Project Manager | **Name (Mr. Ms. Mrs.):****Position:****Phone No.:****Email:** |
| Budget of Project |  |

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| Details of Applicant  |

1. Official name of organisation: \_\_\_\_
2. Category: Public institution, NGO, Community Based Organisation, Other ( )
3. Purpose of the establishment (Main Activities) (\* Please include organisational background/profile and the organisational structure):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of Staff Member: Administrative Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Technical Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Volunteer (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )

1. Beneficiaries: Who are the beneficiaries of your organisation and how many are they?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Physical address:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Telephone number: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax number: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Details of the representative

Name: Title: (Mr, Mrs, Miss, \_\_\_\_\_\_\_\_)

Post: Cellar phone: (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List of the organisation’s management body: (***\*Please attach ID 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 if necessary*

1. Place of the original establishment: Namibia, other ( )
2. Countries of activities other than Namibia (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Access map of the project site

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| Access map to your organisation with written directions from nearest town/city, main roads (N1, R34, D532 etc.).Please indicate landmarks (post office, police station, cafe, street names, etc. (and G.P.S Co- ordinates if possible). |
| NORTHWEST EASTSOUTH |
| **G.P.S Co- ordinates ( )** |
| **Written directions on how to get to the site of project and your organisation.** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |
| 11. |
| 12. |
| 13. |

1. Describe projects achieved with foreign governments, international organisations, NGOs etc.:

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| --- | --- | --- | --- |
| **Year** | **Project Title** | **Name of Organization** | **Amount Funded (USD)** |
|  |  |  |  |
|  |  |  |  |
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| Details of Project |

1. Project Title:

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2. Content of Project (Number of building, classroom & storeroom, Square meter of building: \_\_㎡, equipment, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. Expected beneficiaries and its number (children, women, villagers, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Background/ issues:

Please explain socio-economic background of your community/constituency/region in general, such as population, illiteracy rate, unemployment rate, major economc activities etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Details of project site:

Please explain issues and difficulties of the project site in detail, particularly describe the situation in actual number as much as you can.

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6. Action of project:

What do you want to achieve through the proposed project? What will be outcomes after the project?

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7. Project Budget:

Please state project budget with breakdown. And you need to submit 3 quotations from service providers (constructor, shop, external auditor etc.) and the most reasonable quotation must be selected for the budget.

***\* Note: Be sure that since GGP does not cover VAT, organization should prepare and assure funds for it.***

【 EXAMPLE 】

|  |  |  |  |
| --- | --- | --- | --- |
| **Items in project** | **Total Amount****excluding VAT** | **Total Amount****VAT** | **Total Amount****including VAT** |
| Construction of 4 Classrooms |  800,000 |  120,000 |  920,000 |
| Equipment (Desk & Chair x 30) |  44,250 |  6,637 |  50,887 |
| External Audit |  5,000 |  750 |  5,750 |
| Total Amount |  849,250 |  127,387 |  976,637 |

|  |
| --- |
| **Detail of Construction** |
| **Content of work** | **Quantity** | **Unit (NAD)** | **Total (NAD)** |
| Preparation | 1 | 80,000.00 | 80,000.00 |
| Foundation | 1 | 90,000.00 | 90,000.00 |
| Walls | 1 | 200,000.00 | 200,000.00 |
| Ceiling | 1 | 80,000.00 | 80,000.00 |
| Roof | 1 | 100,000.00 | 100,000.00 |
| Electricity | 1 | 90,000.00 | 90,000.00 |
| Windows & Doors | 1 | 50,000.00 | 50,000.00 |
| Plasterer | 1 | 30,000.00 | 30,000.00 |
| Floor | 1 | 80,000.00 | 80,000.00 |
| Painting | 1 | 70,000.00 | 70,000.00 |
|  |  |  |  |
| Labor | 1 | 200,000.00 | 200,000.00 |
| Transportation | 1 | 50,000.00 | 50,000.00 |
| Total |  1,120,000.00 |

【 Your Budget 】

* **Please fill in your budget in the 2 tables below, following the examples above.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items in project** | **Total Amount****excluding VAT** | **Total Amount****VAT** | **Total Amount****including VAT** |
|  |  |  |  |
|  |  |  |  |
| External Audit |  |  |  |
| Total  |  |  |  |

|  |
| --- |
| **Detail of Construction** |
| **Content of work** | **Quantity** | **Unit (NAD)** | **Total (NAD)** |
| Preparation |  |  |  |
| Foundation |  |  |  |
| Walls |  |  |  |
| Ceiling |  |  |  |
| Roof |  |  |  |
| Electricity |  |  |  |
| Windows & Doors |  |  |  |
| Plasterer |  |  |  |
| Floor |  |  |  |
| Painting |  |  |  |
|  |  |  |  |
| Labor |  |  |  |
| Transportation |  |  |  |
| Total |   |

***\* Note: Content of work is NOT necessarily fixed. Please modify it in accordance with your construction work.***

8. Results after the project:

Please estimate and describe direct and indirect impacts on community as a whole after the project.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. How to maintain building(s) and equipment, things provided in project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Visibility plan for the assistance from the people of Japan: painting on wall and doors, plate, local media etc.

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11. State of existing facilities (if any). Property of organization: real estate, movable properties etc.

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13. 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:

14. Full name of the signatory of the GGP grant contract with the Embassy

Name: Title: (Mr, Mrs, Miss, \_\_\_\_\_\_\_\_)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Full name of the project manager/focal point of the GGP

Name: Title: (Mr, Mrs, Miss, \_\_\_\_\_\_\_\_)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Full name of the project accountant

Name: Title: (Mr, Mrs, Miss, \_\_\_\_\_\_\_\_)

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| Necessary Documents to be attached: Check List |

All documents listed below are the annex of the application. Thus **if one of the documents missing, your application will not be effective**.

###  3 quotations from 3 different contractors and suppliers for equipment

###  3 quotations from 3 different external auditors who will prepare audit report

###  Permission of practice from the relevant governmental institution/an NGO Certificate (if not a public institution)

###  (To the extent possible) Booklet of your organization (if not a public institution)

###  Financial audit reports for the last two years (Fiscal year 2024 and 2023)

###  Bank statements for the last 3 months

###  Certified copies of all the member of your organisation’s management body listed in Application (9, Page-3)

###  A pledge letter for maintenance of building(s), equipment, things provided

###  A pledge letter for extra costs caused by any unexpected reasons, should they be incurred

###  A pledge letter for all bank service charges

###  A pledge letter for the Value Added Tax (VAT) by applicant or designated party

###  Proof of address (i.e. a copy of your most recent utility account)

###  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

###  Proof of (or pledge of) due environmental and social considerations as well as safety management during construction

###  For drilling boreholes, result of water veins research or equivalent information from the waterworks department

###  For procurement of equipment, Certificate or Permission from the relevant governmental institution to use the equipment

###  For procurement of vehicles, such as “ambulance” and “fire trucks”, proof of (or pledge of) necessary parking space and auto insurance

|  |
| --- |
| Terms and Conditions/ Signature |

1. **Responsibilities of the recipient organization**

It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the Project.

1. **Eligible items**
2. The GGP mainly supports **tangible items** such as construction of school buildings, clinics and boreholes as well as provision of equipment. On the other hand, **intangible items** such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign and reinforcement of community association contingent may have the scope for consideration if it aims the reinforcement of the above-mentioned tangible items at the beginning of utilization.
3. The GGP does NOT cover the following items:
4. Office expenses (office rental fee, salary for employees etc.)
5. Contingency Funds
6. Expenses incurred on individual or corporate profit-making activities
7. Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc., however except emergency case for humanitarian aid in the event of natural disasters, etc.)
8. Expenses linked to indulgences that can be harmful to the human body, such as alcohol and cigarettes
9. Research expenses for which the direct development effect is not clear
10. Expenses related to the purchase and sale of real estate
11. As a general rule, the following items are excluded from support due to the difficulty of follow-up after donation, and the possibility of the recipient organization bearing the burden will be pursued first. However, exceptions will be provided only when the need for such assistance is truly recognized such as when it is indispensable for the achievement of the project, urgent, or humanitarian needs and at the same time when a maintenance and management system is well established.
12. Operation-related expenses (e.g., labor expenses for surveys and construction management, etc., which are indispensable for the implementation of project
13. Maintenance and management costs for provided items
14. Vaccines
15. Consumables and small fixtures
16. Books (textbooks, reference books, books in library collections, etc.)
17. General vehicles, etc. (vehicles that are highly versatile and can be used for private use, etc.)
18. Electronic devices such as personal computers , etc.
19. Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of the bank account for the GGP, account maintenance commission, foreign-exchange fee, etc.)
20. Operating license fees, vehicle registration fees, etc., which are a source of income for the national and local governments
21. Taxes on imports (customs duties, inland taxes, value-added taxes, etc.)

\***Notes on taxes**

* With regard to taxes on imports, it is necessary to ensure that tax exemptions are ensured, since developing countries are supposed to agree to tax exemptions in the verbal statement of establishing the basic framework that is usually exchanged at the time of the introduction of the GGP.
* Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes.
* Unlike in the usual case, even if the country does not agree to a tax exemption in the verbal statement setting the basic framework, the recipient should bear the burden first.
* On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes.
* On the other hand, if the country has not agreed to the tax exemption in the verbal statement establishing the basic framework and if the need for assistance is recognized in view of the financial capacity of the recipient, etc., it may be eligible for assistance.
* As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes.
* Taxes that are not related to imports are not subject to tax exemptions under the verbal statement establishing the basic framework, thus they may be eligible for assistance if the need for support is recognized in light of the financial capacity of the recipient.
1. **Opening of a bank account with Standard Bank**

After the signing ceremony of the Grant Contract, the recipient organization will be required to open a special bank account with Standard Bank for the disbursement of the fund. Under the special banking contract schemes, a written authorization of the Embassy of Japan will be required for the recipient to make every payment to suppliers or other relevant parties out of the bank account. On this matter, it is the responsibility of the recipient to make necessary arrangements with a branch of Standard Bank.

1. **External audit**
2. As a principle, during/after the project, the recipient organization is responsible for implementation of external audit in order to assure that the budget of project has been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented.
3. The cost of external audits can be covered by GGP budget. However, in principle, a comparison of estimates from three suppliers is required. Thus, the recipient is obliged to submit 3 quotations.
4. For the completion of the project, the submission of audit report is required to the Embassy of Japan under the responsibility of the recipient. This report should contain the following elements:
5. Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)
6. Verification of facts (procurement and delivery of equipment, use of equipment, etc.)
7. Inspections of the project site (attach photographs to the report)
8. **In case of Unforeseen Circumstances**

After the signature of the Grant Contract, as a principle, the recipient is responsible to properly complete the project, even if unexpected circumstances occur. However in case of some unexpected shortfall due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, etc., the recipient may be able to request a support for follow-up expenses to the Embassy of Japan in order to complete the project.

1. **Reporting**

 The recipient organization is obliged to submit an interim report and completion report to the Embassy of Japan (using the formats in annex). The former will be in 3 or 6 months, according to the Grand Contract and the latter will be just after all items are officially provided in the project site.

1. **Visibility**

The recipient organization shall organize a handover ceremony and place visibilities for Japan’s grant assistance like putting stickers and attaching a plate or a sign, displaying the flag of Japan onto the walls and doors of buildings for the symbol of partnership between 2 countries.

**Declaration**

I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.

(Month) (Day), (Year)

(Name of Person in Charge)

 (Title)

(Name of Organization)

 (Signature)

|  |
| --- |
| ***Annex (Example of 13)*** |

Site plan before and after the project and the total square meter of the buildings and the plot.



