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| **GRANT ASSISTANCE FOR**  GRASSROOTS HUMAN SECURITY PROJECTS (GGP)  APPLICATION GUIDE |

**THE EMBASSY OF JAPAN**

**IN SEYCHELLES**

Contents

[**Basic Information and Procedures of GGP** 1](#_Toc32915501)

[**Project Selection Process** 5](#_Toc32915502)

[**Application Form** 6](#_Toc32915503)

# **Basic Information of GGP**

##### 1. What is GGP?

In 1989, the Government of Japan introduced Grant Assistance for Grassroots Human Security Projects (GGP) in order to respond to the diverse development needs in various countries. The aim of GGP is to provide financial assistance to non-profit development organizations for implementing projects at community level. Every year, the budget is allocated for 1 or 2 projects in Seychelles.

**2. Who can apply for GGP?**

**Organizations that can be funded**

Any non-profit development organization such as;

1. Educational institutions
2. Medical institutions
3. Civil Society Organizations
4. Local & International Non-Governmental Organizations (NGOs)
5. Faith-Based Organizations
6. Local authority (ex. District office)

**Organizations that cannot be funded**

1. Individuals or profit organizations
2. Organizations that have officially operated **less than two years** at the time of application
3. Organizations that are not registered with the relevant government agency
4. Organizations without a title deed or any proofs of official approval of ownership/ land use

**3. What GGP includes/excludes?**

**Funds**

(1) Construction/ Renovation of buildings or infrastructure

(2) Supply of equipment/ Furniture

(3) Technical or educational training/workshops to complement the above (1) and/or (2) activities.

\***However, a project which consists of training/workshop only cannot be funded.**

**Does not fund**

1. Operational/ Administrative costs (including the bank charges)
2. Running and maintenance costs of facilities and equipment
3. General financial assistance
4. Contingency for the construction
5. Land purchase/ Rent/ School fees/ Travel expenses/ Staff salaries
6. Consumables/ Disposable equipment (e.g. Food/ Stationary/ Seeds)
7. Purchase of livestock, beehives and tree seedlings
8. Projects benefiting individuals or particular group instead of the whole targeted community
9. Only soft components such as capacity building, advocacy and so on.
10. Construction of religious facilities (e.g. Churches, mosques or temples)
11. Research at advanced academic institutions
12. Projects with a political or the intention of military use
13. Projects that are not closely related to economic and social development (e.g. Culture, arts and related projects)

**4. What are the focused areas?**

(1) Education (Primary, secondary, vocational, special education)

(e.g. Classrooms, toilets, water tanks, laboratories and workshops etc.)

(2) Health care

(3) Water and sanitation (e.g. Water piping)

(4) Agriculture/Fishery

\* The scheme does not only focus on dining halls, kitchens, libraries and computers.

\* GGP projects are not limited to the above sectors. If the community’s priority need is in different sectors, GGP may consider the proposed project.

**5. How much is the GGP Funding?**

The maximum amount of GGP funding per project is **10 million Japanese Yen.** **The budget includes audit fee.**

\* GGP fund is provided ONLY ONCE and is NOT MULTI-YEAR funding.

\* There is **NO TOP UP** in case of a budget over-run. The organizations have to pay any additional cost not included in the proposals.

**6. How to implement GGP?**

Conclusion of

Grant contract

Conclusion of

Construction/ Supply contract

Implementing of project

Reporting

**Embassy of Japan**

**Recipient**

**organization**

**Contractor/ Supplier**

**7. Responsibility of the recipient organizations**

1. To utilize the GGP fund efficiently and properly including reporting
2. To contribute towards the beneficiaries of your project

To be audited using the GGP fund or own cost

To select and conclude a contract with a contractor or supplier within the regulation and the GGP budget

1. To keep accounting records that verify how the grant was spent for at least 5 years after completion of the project

**8. Selection standard**

The Embassy will assess all the submitted applications based on;

1. Credibility of the organisation
2. Legal status of the organization (Registration certificate needed)
3. Financial status of the organization (Recent bank statement, audit report)
4. Project management capacity of the organization
5. Community participation and their contribution towards the proposed project
6. Sustainability and ownership by the beneficial community
7. Impact of the project to the beneficiaries
8. Quality of the proposal submitted in terms of neatness, focus, and attachment of verified documents

**9. General Instruction**

**(1) Notes on taxes**

GGP intends to procure necessary equipment and construction materials within the country. Please inquire the Embassy if the organization needs to import any items for the proposed project under GGP. In principle, the import-related taxes for the items covered by GGP should be exempted or reimbursed. It is the responsibility of the organization to take necessary duty-free measures.

1. **In case of unforeseen circumstances**

After the approval and the signature of the Grant Contract, in principle, it is the recipient organization’s responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen.

However, if such an unexpected shortfall is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request to the Embassy of Japan a support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*

1. **Reporting**

It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report and a project completion report using the formats. The Embassy will provide them after the project is approved.

1. **Visibility**

In order to ensure the visibility of Japan’s grant assistance, the recipient organization shall endeavor to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

**10. Application of GGP project for JFY2021**

The Embassy of Japan now opens applications from candidates in Seychelles. Please submit the application using the format.

**The application with the required attachments is submitted by post, email or drop off at the reception at the Embassy of Japan in Seychelles.**

**Address**

Embassy of Japan in Seychelles

P.O. Box 1414

Maison Esplanade 5th Floor

Francis Rachel Street

Victoria

**Email**

[ggp@vi.mofa.go.jp](mailto:ggp@vi.mofa.go.jp)

**Application deadline is 31st May, 2021.**

The Embassy will contact **only** to successful applicants by 31st July, 2021 by email. If you do not receive any correspondence from the Embassy of Japan, please consider your application unsuccessful.

# **Project Selection Process**

**(1)Obtain GGP Application Form**

The Application form can be obtained at the Embassy of Japan or downloaded from the Embassy website.

**(2) Submit Application (by 31st May, 2021)**

Applications can be submitted by email, post or dropped-off at the Embassy

**(9) Proposal finalized for approval**

The Headquarter in Tokyo will send the result of the recommended projects to the Embassy. The Embassy will inform the result to the applicant.

**(8) Embassy Recommendation to Headquarters for approval / Final Screening**

Once a proposed project is selected in the Embassy, the Embassy will send the proposal to the Headquarter in Tokyo.

**(7) Submission of 3 BoQs/Quotations**

The successful applicant is requested to collect and submit 3 BoQs/quotations from contractors, suppliers and auditors to the Embassy to fix the requesting budget.

**(6) Site Visit / 3rd Screening**

The Embassy staff will visit potential project sites to verify the contents of the proposed items based on the evaluation criteria.

**(9) Embassy Recommendation to Headquaters for approval**

Once a proposal is selected, the Embassy/GGP will contact the applicant organisation for the preparation for final approval.

**(5) Screening of Projects / 2nd Screening**

The screening of the additional information may take up less than 4 weeks. The Embassy staff will then contact the applicant whose proposals are successful for site visit.

**(4) Clarifications and Additional Request**

Once an applicant receives clarifications and additional inquiry on the submitted application, the applicant will provide the required information within 4 weeks.

**(3) Application Selection / 1st Screening**

The Embassy screens all the submitted applications by 31st July, 2021. **The Embassy only responds to the successful applicants by email.**

# **Application Form**

**FOR**

**JAPAN'S GRANT ASSISTANCE**

**FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP)**

※Please delete instructions in “Part 2. Project” when the organization fills in the application form.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **General information on the applicant** | | | | | | | |
| 1. Date of submission | |  | | | | | |
| 1. Name of the applicant organization   (Please fill in the formal name of your organization.) | | | | | | | |
|  | | | | | | | |
| 1. Address   (Island, District and Postal Address) | | | | | | | |
|  | | | | | | | |
| 1. Contact person | | | | | | | |
| Name:  Position:  Phone number:  E-mail address: | | | | | | | |
| Responsible person of the organization | | | | | | | |
| Name:  Position:  Phone number:  E-mail address: | | | | | | | |
| (5) Status of the applicant  (Please select the status of your organization.) | | | | | | | |
| 1. National and Local NGO 2. International NGO 3. Local government   (d) Medical institute  (e) Educational institute  (f) Government-related institution  (g) International organization  (h) other ( ) | | | | | | | |
| (6) Year of Establishment/Registered | | | | | | | |
| Established in:  Registered in: | | | | | | | |
| (7) Personnel  (Please indicate the number of paid staff and their positions (only for core staff) and the structure for decision making of the applicant.) | | | | | | | |
|  | | | | | | | |
| (9) Main activities  (If there is certain document or booklet introducing your activities, please attach it to this form.) | | | | | | | |
|  | | | | | | | |
| (10) Financial situation  (Please fill in the annexed form for the financial record of the past two years in the last page. Please describe below the reasons of deficit in the record and fixed assets or liabilities if your organization has it.) | | | | | | | |
| Deficit:  Assets/Liabilities: | | | | | | | |
| (11) Past projects  (Has your organization received any financial/technical assistance from the government, foreign governments, international organizations or NGOs for past 5 years? If yes, please specify below.) | | | | | | | |
| Year | Name of Donor/Contact | | | Grant Amount | | Content | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
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| 1. **PROJECT** | | | | | | | |
| 1. Title of the Project | | | | | | | |
|  | | | | | | | |
| 1. Project Site   (Please enclose a map and indicate the distance from nearest well-known towns.) | | | | | | | |
|  | | | | | | | |
| 1. Background of the Project | | | | | | | |
| Describe the following points.  1. Economic and social situation in the target area  2. Development challenges faced and particular needs by the community  3. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done, and the situation and the related problems incurred in the facilities.  4. Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and you need assistance.  5. Past relationship between the beneficiary community and the applicant when they are not the same. | | | | | | | |
| 1. Objectives of the Project | | | | | | | |
| Describe the objectives of the project as clearly as possible.  Explain the link of the development challenges and problems to the objectives of the project. | | | | | | | |
| 1. Expected output of the Project | | | | | | | |
| Describe what buildings/equipment and their numbers are requested.  Please justify the requesting items and their numbers. | | | | | | | |
| 1. Expected impact and outcome of the Project | | | | | | | |
| Identify the impact and outcome like beneficiaries, their numbers, location, and anticipated benefits. | | | | | | | |
| 1. Estimated Cost of the Project | | | | | | | |
| To the greatest extent possible, please submit BoQ for the buildings from the government estimate and a quotation from a supplier for each item to be covered by the GGP. The amount is shown in the list below.  In principle, after the completion of the project, the organization shall perform external audit in order to verify that the funds for the project have 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.  The necessary fees for performing the external audit may be eligible for support by the GGP. Please attach a quotation carried out using the GGP.  Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The organization is required to submit a copy of this report to the Embassy of Japan. This report should contain the following elements:  A Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)  B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)  C Inspections of the project site (attach photographs to the report) | | | | | | | |
| 【The GGP Budget】 | | | | | | | |
| Item | | | Unit Price | Quantity | Total Price | | Note (Size of rooms) |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
| Total | | |  |  |  | |  |
| 【Recipient Organization’s Budget】 | | | | | | | |
| Item | | | Unit Price | Quantity | Total Price | | Note |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
|  | | |  |  |  | |  |
| Total | | |  |  |  | |  |
| 1. Implementation, Operation and Maintenance Plan | | | | | | | |
| Please explain the capacity of the applicant organization to properly and effectively complete the project such as;  -Recent performance as an organization  -Number of staff to implement the project  -Enough income to complete the project even if an unexpected funding shortfall happens  Please describe your plan for maintenance and management of facilities/equipment after the completion of the project. (E.g. The budget of the applicant and its financial source when the organization needs to employ new staffs and secure the additional budget for operation of the facility or equipment) | | | | | | | |
| 1. Duration of the Project | | | | | | | |
| months  The project should be completed within 12 months after the contract date. | | | | | | | |
| **Attachments to this application form**  (Please check the list.)  □ Certificate of the organization  □ Map of the project site  □ Financial report for the past two fiscal years  □ Photos of the existing facility or activities related to the proposed project  □ (If possible) Permission of practice from the relevant governmental institution  □ (If possible) Proof of (or pledge of) due environmental and social considerations as well as safety management during the project implementation  □ (For construction of facilities) Schematic design and/or dimensioned drawing approved by the Government  □ (For construction of facilities) BoQ from the government or the professionals  □ (For construction of facilities) Title deed or any proofs of official approval of ownership/ land use  □ (For procurement of equipment) Quotation for each item from a supplier  □ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.  □ (To the extent possible) Booklet of your organization | | | | | | | |
| 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) | | | | | | | |

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