

GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP) GUIDELINES

*1. These Concept Paper Guidelines should be detached and retained by the applicant before submitting the application (Concept Paper).

*2. Concept Papers must be submitted in **hard copies** and **only at once**. Concept Papers submitted through email are not accepted.

UGANDA



JAPAN

Embassy of Japan in the Republic of Uganda

Basic Facts and Procedures of GGP

What is GGP? -----

In 1989, the Government of Japan introduced Grant Assistance for Grassroots Human Security Projects (GGP) in view of the fact that the development needs in less developed countries were increasingly diversifying. The aim of GGP is to provide financial assistance to non-profit, development-oriented organisations so as to implement community development projects, which directly benefit people at a grassroots level. As of year 2011, GGP has been implemented in 138 countries and territories all over the world.

Areas of Projects -----

Any project geared towards the improved welfare for the grassroots is considered for financing under the GGP scheme; if it is socially and environmentally sound. Preferable, however, are the projects in the following sectors.

- Primary/Secondary Education
- Vocational Training
- Primary Health Care, and Reproductive health and HIV/AIDS
- Water and Sanitation
- Agricultural development
- Small-scale business/ Income generation

Particular attention will also be given to support reconstruction for disaster areas and to projects designed to assist the most vulnerable groups, such as women, children and the physically disabled.

Types of Projects -----

The GGP scheme can finance the following types of projects.

- a) Construction of structures/facilities (e.g. construction of a school building, construction of a water tank, etc.)
- b) Provision of equipment and materials (e.g. medical equipment for a health centre, training equipment/materials for a vocational school etc.)
- c) Technical or educational training/workshops to complement the above a) and/or b) activities (e.g. educational health services, agricultural extension services, etc.); However, projects which consist of training/ workshops only cannot be funded by GGP.

Eligible Recipients -----

- Any non-profit organisation, which has 1) a minimum of two (2) years experience in implementing development projects at a grassroots level, 2) full-time paid staff, and 3) track record in handling at least 50% of requested funds is eligible to apply for *GGP*.
- Individuals and private companies are not eligible. Projects requesting initial start-up or running costs are not eligible.
- Potential *GGP* recipients are international or local NGOs, CBOs, medical institutions, educational institutions and local authorities /governments. Institutions directly related to the central government are not eligible. International organisations can be supported only in cases where the organisation is the only one implementing such a project in a given area such as support for an IDP Camp.
- CBOs and NGOs must be registered with the National Board for Non-Government Organisations or local authorities/governments.
- Applicants with similar interests/characteristics but with less capacity can be represented by a higher institution (e.g. local government).

Conditions for Accessing *GGP* Grants -----

1. Legal Status:

The applicant organisation is required to have registered with NGO authorities/board or with any other relevant authority and should be running some activities.

2. Experience, Performance, and Capacity:

The applicant organisation should have demonstrated capacity and experience with competent and experienced staff to implement the proposed project. Annual reports and accounts reports for the last two years are requested as part of application materials for *GGP*.

3. Project Scope and Feasibility:

The proposed project must be within the *GGP* areas, and the applicant is required to have done relevant preliminary activities (ex. baseline survey, feasibility studies, situational analysis etc.) Project items for support from *GGP* should not include administrative expenses of the organisation.

4. Sustainability:

The proposed project should have a clear strategy for continuation during and after the implementation period funded by the *GGP*.

5. Contributions from the Applicant

Applicants are strongly encouraged to demonstrate their plan of contribution to the project, either in terms of finance, labour, materials, or any other possible form.

6. Taxation, administrative and running costs

Applicants are further informed that the GGP grant will not cater for any form of taxes, administrative, and running/utility costs of the organization. If successful, they are encouraged to request for tax exemption or use their local resources to pay any form of tax, administrative or utility cost.

Items NOT Considered for GGP Support-----

Applicants should note that the following budget items cannot be financed by GGP.

- Recurrent and administrative costs of the organisations (e.g. staff salaries, office consumables, rent and utilities, bank charges, etc.)
- Set-up cost of administrative offices (e.g. computers, furniture, etc)
- Running and maintenance costs of facilities and equipments
- Capacity building for the organisations (e.g. training staff in different skills support for a course within or outside the country, etc.)
- Meals, accommodation and participants' allowances for trainings/workshops
- Conferences and seminars
- Scholarship
- Land and properties
- Research and/or project conceptualisation
- Consumables (e.g. food, cloths, stationeries, etc.)
- Any items that are to benefit specific individuals or organizational members only and not the whole community.
- Items such as electronic devices, vehicles, motorcycles and books can be funded only if the applicant gives very strong reasons for its need.
- **Any form of tax whether VAT, withholding tax, Customs duty, Development tax, etc**

It is possible, however, for GGP to cover the expenses accrued from hiring external experts/consultants to provide technical assistance, monitor project implementation and carry out an external audit* as long as these experts/consultants are hired exclusively for the project.

*All projects of a total amount exceeding US\$50,000 require an external audit to be carried out.

Below are the most common reasons for an application to be rejected.

- Organisational capacity is too weak (e.g. limited staff/experience)
- Proposed project consists only seminars, training or capacity building
- Application is incomplete (i.e. required information and documents are missing)

Amount of Grant -----

The GGP grant is provided after an examination or evaluation of each application on an annual project-by-project basis.

The amount of GGP grant, which bases itself on one-time, single-year financing, generally does not exceed 10,000,000 Japanese Yen (=approximately US\$100,000 depending on exchange rates). If any excess occurs in the implementation process because of the exchange rates, the Government of Japan will not meet the excess.

The Embassy of Japan reserves the right to claim a refund of the grant if it is used for any purpose other than for the execution of the intended project or if the grantee fails to complete the project within the time frame set in the contract.

How to Apply -----

First and foremost, an applicant is requested to understand fully the regulations and requirements set under the GGP scheme. The concept paper must be written in block letters or typed.

An eligible applicant organisation should submit the concept paper to:

<p>GGP section, Embassy of Japan Plot. 8, Kyadondo Rd. Nakasero P. O. Box 23553, Kampala, Uganda Tel: 0414-349542/3/4, 031-2261564/5/6 Fax: 0414-349547</p>

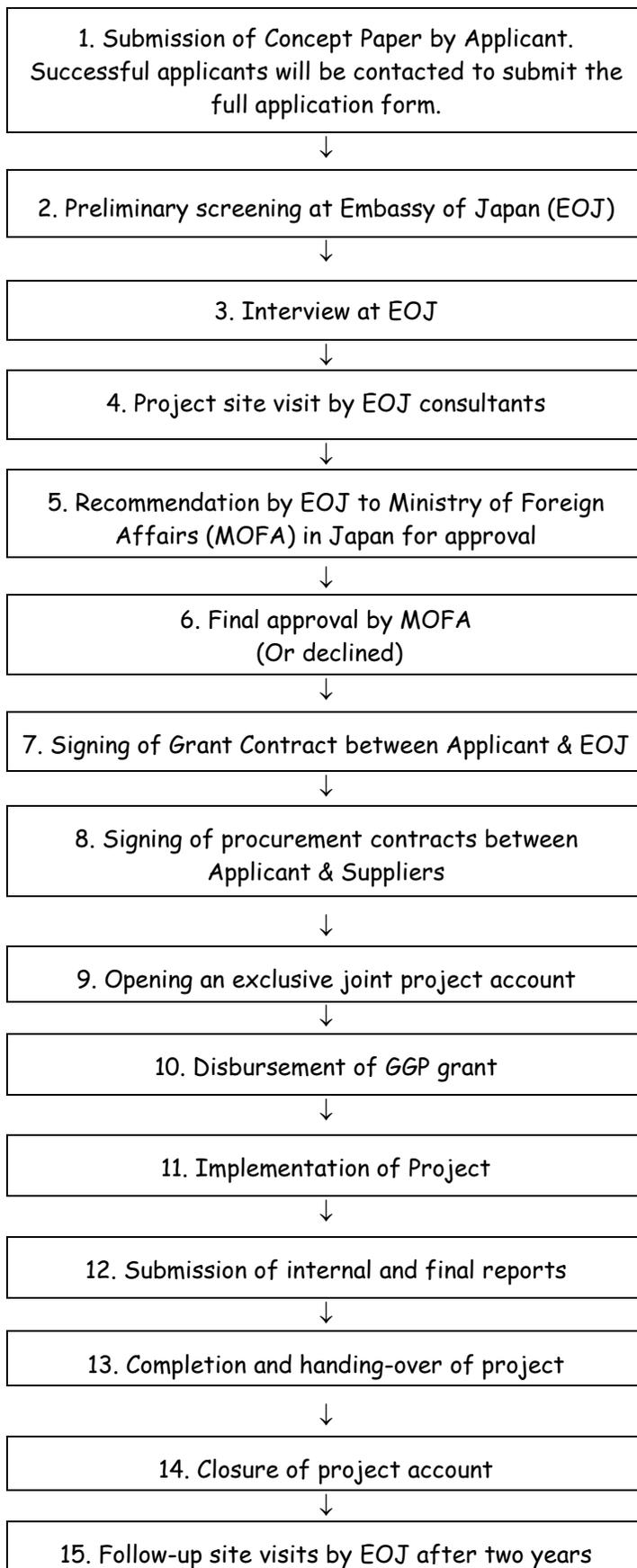
The Embassy can receive concept papers anytime throughout the year, but the selection process is conducted twice a year with deadlines on 31st January and 31st July. Official notification as to whether concept papers have passed the initial screening will be given approximately 3 months later

*Please note that only successful applicants will be contacted within three months after the submission deadline.

*Please make sure to indicate a valid email address through which you can be contacted.

Enquiries can be made on phone at the above numbers or by e-mail at ggp@kp.mofa.go.jp (Concept Papers sent through email are not accepted)

Flow Chart of GGP Process -----



Deadline on 31st January and 31st July.

The preliminary screening takes about two to three months.

After two to three months of the set deadline

After one to two months after the interview

Time frame towards the recommendation depends on how well and fast the organization presents the necessary information to the Embassy.

Reports/Statements to be submitted after approval

The applicant organisation, as a recipient, is obliged to submit:

- * Initial Bank Statement to confirm deposit of the whole GGP grant;
- * Progress/interim report within 6 months after G/C signing;
- * Final report and an external auditor's report upon project completion;
- * Original receipts for all the budget items attached to the final report.

Notice

The Embassy of Japan is currently aware of fictitious announcements that are being circulated through email messages concerning our grant assistance projects. The purpose of such fraudulent activity is to deceive the applicants and convince them to send a "registration/field trip/site visit/assessment/other fee" prior to "approving the project". Since logos, emblems, forms, names and addresses are publicly available and can be easily copied or reproduced, applicants are strongly advised to take particular care in emails and telephone communication asking for any kind of charges. **The Embassy of Japan does not charge anything during the evaluation and assessment process of the applied projects.** If you believe that you became a victim of such fraud, you may wish to report it to local law enforcement authorities for appropriate action.