**APPLICATION FORM**

**FOR**

**JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS（THE GGP/KUSANONE）**

**Please go through the following checklist before submitting the application form:-**

**YES NO Not Applicable**

**1. Filled in all the items on the application form □ □**

**2. Attached the map of the project □ □**

**3. Attached three quotations from different suppliers □ □**

**4. Attached three quotations on external audit □ □**

**5. Attached financial report for the past two years □ □**

**6. Filled in the financial statement declaration form □ □**

**7. Agree to open new bank account solely for**

**GGP purpose in the future □ □**

**8. (For construction of facilities) Schematic design**

**and/or dimensioned drawing, and a copy of land**

**title or lease contract □ □ □**

**9.Acknowledge and agree to the general instructions □　　 □**

**10. (For procurement of vehicles) Proof of necessary**

**parking space and auto insurance □ □ □**

**11. (To the extent possible) Booklet of your organization □ □ □**

**(If ticked ‘NO’ on any of the items above, please specify the reasons. The application form will not be processed further if no reasons are provided)**

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **General information on the applicant** | | | | | | | | |
| 1. Date of application | |  | | | | | | |
| 1. Name of the applicant organization | | | | | | | | |
| *Please fill in the formal name of your organization.* | | | | | | | | |
| (3) Address | | | | | | | | |
|  | | | | | | | | |
| (4) Contact person | | | | | | | | |
| Name:  Position:  Phone number:  E-mail address: | | | | | | | | |
| (5) Responsible individual authorized to sign the Grant Contract | | | | | | | | |
| Name:  Position:  Phone number:  E-mail address: | | | | | | | | |
| (6) Status of the applicant | | | | | | | | |
| 1. National and Local NGO (b) International NGO (c) Local government,   (d) Medical institute (e) Educational institute (f) Government-related institution,  (g) International organization (h) other)  *Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.*  \*Federal government authorities, Japanese NGOs and NGOs which have been established for less than two years are NOT eligible | | | | | | | | |
| (7) Year of Establishment | |  | | | | | | |
| (8) Personnel | | | | | | | | |
| *In addition to the representative, please include also the number of staff, members, etc.*  *E.g. 20staff (1 president, 2 managers, 3 assistant managers, 14 staff) + 5 volunteers* | | | | | | | | |
| (9) Main activities | | | | | | | | |
| *Please summarize and attach the relevant documents, brochures or booklet to introduce your organization’s activities* | | | | | | | | |
| (10) Financial situation | | | | | | | | |
| *Please attach the recent audited financial statements for the past two years*  *(The application will not be processed further without the financial statements required)*  *Please explain the reasons for any account deficits.*  *For organizations with a significant account surplus, please explain the difficulties faced in raising your own funds or using the surplus for the project. (It is possible to be selected even if you have a significant account surplus, however, priority will be given to other applications from NGOs in dire need of funds)*  *Please fill in the table attached according to the items and amount listed in the audited financial statements. You may provide us the table in the same format below in a separate sheet of paper to be attached with the application.* | | | | | | | | |
|  | | | | | | | | |
| *Has your organization received any financial/technical assistance from Japanese government, foreign governments, international organizations or NGOs?*  *If yes, please specify below.* | | | | | | | | |
| Year | Name of Donor | | | Grant Amount | | Contacts | | Purpose of the grant received |
|  |  | | |  | |  | |  |
|  |  | | |  | |  | |  |
|  |  | | |  | |  | |  |
| 1. **PROJECT** | | | | | | | | |
| 1. Title of the Project(In English) | | | | | | | | |
|  | | | | | | | | |
| 1. Project Site | | | | | | | | |
| *Please enclose a map with the address of the project site and indicate the distance from nearest well-known towns.* | | | | | | | | |
| 1. Background of the Project | | | | | | | | |
| *Explanation of the background of the project MUST include the following points. If necessary to provide details, please prepare a separate reference document.*  *1. Targeted areas and residents. (a. Regional status information (location of the area), b. population of the area and target, c. Social background and needs, economic and social situation in the target region.) Please refer to official statistics for the write up on the said site or information on target area or population.*  *2. Development challenges faced by the population. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.*  *3. Initiatives by the applicant to address the challenges above. (The challenges and the initiative must be related) Please indicate why you cannot resolve the problems on your own and you need assistance of the GGP/KUSANONE .*  *4. The aim of the project in relation to policy in Malaysia. For example, this project is in line with the TWELTHTH MALAYSIA PLAN 2 (Chapter●) etc.*  Please specify whether the organization has requested for assistance from the Malaysian Government.  If yes, please explain the outcome.  If no, please explain the reason. | | | | | | | | |
| 1. Objectives of the Project | | | | | | | | |
| *Describe the objectives of the project as clearly as possible*  *Please clarify why the objective of the project will solve the development challenges and problems describe in the background of the project.* | | | | | | | | |
| 1. Expected outcome of the Project | | | | | | | | |
| *When explaining the outcome, please describe the current situation (number of beneficiaries, location, current status they are in) before implementation of the project and compare how the project will improve the situation and benefit the people after it is implemented. (number of beneficiaries before and after the project are required for comparison)*  *For facilities and vehicles, please provide equipment usage plans to be submitted with the application.*  (e.g. there are 300 visually impaired in the facility, but the facility only has one rehabilitation room with a maximum capacity of 50pax. In the current situation we must split the rehabilitation program to 2 times a day for a duration of 3 days. After the new rehabilitation room with a maximum capacity of 100 pax has been constructed 300 of the visually impaired can undergo rehabilitation in a day.…..)  If numerical goals are not stated, the application will not be processed further. | | | | | | | | |
| 1. Estimated Cost of the Project   *Please submit quotations from three different suppliers for each item to be funded by the GGP/KUSANONE. As for equipment, please specify the type and its manufacturer.*  In addition, an external audit on the GGP project is necessary to review/evaluate the project expenditure If the organizations would like the grant to fund audit fees as well, please submit three quotations for the audit fees.(Please refer to general instructions for more details. If the external audit quotation is not attached, we will assume that the external audit fee will be funded by the applicant)  Applicants are required to open a new bank account solely for GGP purpose. Please specify the reason if you are unable to do so.  (Please refer to general instructions for more details)  Please note that the following items are not covered by the GGP budget   * Permanent operational and administrative costs of the organization (e.g. office costs, personnel costs) * Expenses related to the commercial activities of the organization. * Funds and items intended for the direct granting of funds or property to specific individuals (e.g. scholarships, housing, clothing, etc.). (except in the case of emergency humanitarian assistance, e.g. in times of disaster) * Funds for the installation of water pipes, electric lines, etc., to each house for the benefit of specific individuals, and funds for the start-up of activities whose main purpose is to generate income (except in the projects that directly and fairly benefit all members of the target community, for example, in the form of a cooperative association). * Expenses related to alcoholic beverages, tobacco and other tobacco products that may be harmful to the human body. * Research costs for which the direct development effect is not clear.   【The GGP/KUSANONE Budget】 | | | | | | | | |
| Item | | | Unit Price | Quantity | Total Price | | Note | |
|  | | |  |  |  | |  | |
|  | | |  |  |  | |  | |
|  | | |  |  |  | |  | |
| 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*  *Describe also your plan for maintenance and management of facilities/equipment after the completion of the project.*  *Please state in the application form that the recipient organization will be responsible for the proper use and maintenance of the equipment, and for dealing with any unforeseen circumstances such as cost overruns.* | | | | | | | | |
| 1. Duration of the project | | | | | | | | |
| From MM/YY to MM/YY ( months)  *In principle, the Project should be completed within one year after the contract date*  *Project completion refers not only to the provision of goods and/or services but the completion of the external audit and the submission of a copy of the report to the Embassy of Japan.* | | | | | | | | |
| **General Instructions**   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/KUSANONE mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the 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 on tangible items may also be eligible for support.   (2)The GGP/KUSANONE does **NOT** cover the following items:  A Office expenses (office rental fee, salary for employees etc.)  B Contingency Funds  C Expenses incurred on individual or corporate profit-making activities  D Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)  E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes  F Research expenses that do not have clear direct benefits for the population  (3) **In general, the following items are NOT eligible for the GGP/KUSANONE** and should be shouldered by the recipient organization. However, the following items may be supported by the GGP/KUSANOE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established the recipient organization.  A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)  B Maintenance and management costs for the provided goods  C Vaccines  D Consumables, small fixtures  E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)  D **General passenger vehicles** (vehicles that are highly universal and can be used for private purpose.)  E Electronic equipment such as personal computers, tablets,smartphones etc.  F Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANOE, account maintenance commission, foreign-exchange fee, etc.)  G Administrative fees, vehicle registration fees, vehicle insurance, road tax etc. that can be a source of revenue for the national and local governments  H Import-related taxes (customs duty, internal tax, value-added tax etc.)    \***Notes on taxes**  ・ In principle, the import-related taxes for the items covered by the GGP/KUSANOE should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.   * 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.   ・ 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.   * 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. *Please consult the Embassy of Japan for more details.*   **3 Opening of a dedicated bank account**  After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Embassy of Japan is required for the recipient organization to make every payment to suppliers or other relevant parties out of the dedicated bank account. On this matter, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank in the country where the project is implemented.    **4 External audit**  (1)In principle, after the completion of the project, the recipient organization shall perform an 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.  (2)The necessary fees for performing the external audit may be eligible for support by the GGP/KUSANONE. In principle, like other items, a comparison of estimates from three suppliers should be carried out.  (3)Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient 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)  (4)In some exceptional cases, where there are no qualified organizations or  individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult the Embassy of Japan for more details.*   1. **In case of Unforeseen Circumstances**   After the approval and the signature of the Grant Contract, in principle, it is the recipient’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.*  **6 Reporting**  It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report if applicable and a project completion report using the formats in annex.    **7 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. | | | | | | | | |
| 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) | | | | | | | | |