



Grant Assistance for Grassroots and Human Security Projects

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INTRODUCTION

The Japanese government offers a grant assistance scheme for development projects designed to meet the diverse needs of developing countries. Known as Grant Assistance for Grassroots Human Security Projects (GGP), this grant supports projects initiated by civil society organizations. As part of the Japanese Government's Official Development Assistance (ODA), GGP was initiated in 1989 by the Government of Japan, and is currently operating in 108 countries around the world. The Embassy of Japan in Sudan introduced this grant to Sudan in 1999, and it has supported more than 75 different community-based projects in Sudan since. GGP has acquired an excellent reputation in providing flexible and timely support to the people's initiatives at the grassroots level.

OBJECTIVES

The overall goal of GGP is to enhance the wellbeing of people in developing countries. GGP provides support to community-level socio-economic projects that address people's basic human needs (BHN) such as access to health, water and sanitation, as well as education. Having this in principle, GGP's scope encompasses issues such as mine action, gender issues, access to income generating skills and improved economic and social productivity, as well as other means to maximize opportunities for destitute communities. GGP's approach reflects Japanese Government's strong commitment to uphold the notion of 'Human Security' as a basic human right for all. All individuals, in particular vulnerable people, are entitled to freedom from fear and freedom from want, with an equal opportunity to enjoy all their



rights and fully develop their human potential. By directly supporting the projects implemented by grassroots organizations, GGP encourages the bottom-up efforts by the local communities in order to realize their empowerment.

ELIGIBLE RECIPIENTS

Officially registered non-profit organizations implementing development projects at the grass-roots level in Sudan are eligible to apply for GGP. Individuals and for-profit entities may not apply.

Non-profit organization includes the following;

- Non-Governmental Organizations (National/International NGOs)
- Community Based Organizations (CBOs)
- Medical Institutions (Hospitals, health centers, etc.)
- Schools/Educational Institutions (Primary and secondary schools, schools for persons with special needs, vocational training schools etc.)

Local government is excluded from the eligible applicants in principle. If the local government is interested in proposing the project, it is recommended to seek the capable non-profit civil society organizations to develop and implement the project.

ELIGIBLE PROJECTS

Projects that focus on the concept of Basic Human Needs (BHNs), such as, primary health care and basic education, are eligible for the GGP. Furthermore, activities related to landmine actions, such as Mine Risk Education (MRE) or Victims Assistance (VA), social welfare issues, as well as voter / civic education for the elections are applicable. For the focus areas for FY 2018, please refer to the Notes for Application. The following areas/projects are **NOT ELIGIBLE** for GGP:

- Commercial activities,
- Political activities, missionary activities, and military activities,
- Non-economic and/or Non-social-development projects (e.g., artistic, cultural and sports activities.), and
- Projects that do not directly benefit the grassroots level (e.g., research activities in higher education institutes, capacity building of applicants such as setting up the new office, opening new factories, training employees, traveling to attend international conference and publication of books, etc.).

GRANT AMOUNT

The grant amount per project is generally **NO MORE THAN 10 MILLION YEN** (approximately **US\$ 91,000** in Japanese FY 2018). The amount of the grant will be equivalent to the total amount of the project cost estimation.

GRANT COVERAGE

GGP covers the following items:

- Purchase of equipment necessary for the project implementation.
- Construction of buildings and small-scale infrastructure.
- Operation cost directly related to the project concerned. (e.g. transportation



- fees for the items on the approved budget, wages for construction, etc.)
- Trainer's fee for the training/skill development that aims at benefiting the community, and to ensure the sustainability of the projects implemented.
 - Cost of the sign board that indicates the assistance from Japan.
 - External Auditing fee. (see tips for writing application form)

GGP does **NOT** cover the following items:

- Purchase of consumables (e.g., food, medicine, vaccination, etc.) except for emergency relief (for relief operations, further consultation with the Embassy is required). The handouts for the awareness campaigns and trainings, stationeries, and refreshments are also not covered.
- Construction of office building of the applicant organization, and other activities that serve only for capacity building of the applicant organizations.
- Purchase of equipment for clerical activities of the applicant organization.
- Operating costs (e.g. electricity and water, etc.) of the applicant organization.
- Administrative costs and personnel expenses (e.g. salaries, incentives, etc.) for the applicant organization.
- Future maintenance costs for goods and equipment that are funded by GGP.
- Scholarships.
- Individual possessions. (e.g., houses, clothes, etc.,)
- Purchase of land.
- Conducting research and/or project conceptualization.
- Income of government.(e.g. custom levies and fees, value added tax (VAT), or registration fees, etc.,)
- Animal livestock.

**DURATION OF GRANT
UTILIZATION/ PROJECT**

The project must be completed within **ONE YEAR** from the date of the Grant Contract.

**REQUIRED
DOCUMENTS
APPLICATION**

FOR

The following documents are required for the application.

- Fully-filled out application form.
- Updated registration certificate with relevant authorities (e.g. For NGO/CBO, a photocopy of registration certificate from HAC must be provided).
- Annual financial reports for the previous two years (The document must include the balance sheet and income and expenditure statements for the last two years).
- Quotations from three different suppliers for every item and service you purchase (photocopies only). Quotations must have the physical address, the name of the owner, and the contact information (including phone number) of the suppliers.



- Detailed budget breakdown of the proposed project (ANNEX II).
- Maps showing the project site (Map of each state of Sudan can be downloaded from the following URL).
<http://unocha.org/sudan/maps-graphics/administrative-maps>
- Pictures showing the project site.
- If the project includes rehabilitation of buildings, architectural plan/drawing that shows the current situation of the building.
- If the project includes the construction/rehabilitation of buildings or infrastructure, design specification of the construction or rehabilitation (Must include the Vertical, and horizontal plan, foundation plan, water supply plan, and electricity plan).
- If the project includes the training or awareness campaign, explanation of the content of the training/awareness campaign, sample training material, and daily training timetable.
- Annual activity reports for the previous 2 years or documents introducing your organization and its activities including the following information: Year of establishment, Mission statement, Organization structure, Human resource, Main Activities and Contact information, and the activities for the last 2 years including the photos.
- Endorsement Letter of the project from the relevant authorities.
- 2 Reference letters from the previous donors.
- Ownership certificate of the land (Only for the construction project).
- Fully-filled out Checklist for Submission of Application Form (ANNEX III)

DEADLINE

Deadline for the early application for fiscal year 2018 is **30 June 2018**.

Deadline for the late application for fiscal year 2018 is **30 September 2018**.

TENTATIVE



**PAYMENT
SCHEDULE**

Payment Number/ percentage	Period (Example: Construction Project)	Payment Amount
Payment 1 30%	Advanced upon signature of the Grant Agreement	USD
Payment 2 20%	After completing the foundation parts upon receipt and approval of the construction monitoring report, the financial report together with invoices justifying the expenditures	USD
Payment 3 20%	After completing the upper structure of the building upon receipt and approval of the construction monitoring report, the financial report together with invoices justifying the expenditures	USD
Payment 4 15%	After completing the roofing, placing windows and doors, upon receipt and approval of the construction monitoring report, the financial report together with invoices justifying the expenditures	USD
Payment 5 10%	After completing the finishing work (painting, clearing the construction site) upon receipt and approval of the construction monitoring report, the financial report together with invoices justifying the expenditures	USD
Payment 6 5%	After the completion of activities and upon receipt and approval of the final narrative and financial reports	USD

**TIPS FOR WRITING
APPLICATION FORM**

1) Objectives

The objectives of the project should be clear and meet the needs (not “wants”) of the project site (Application form **B-3**). The applicant should clearly present the problems and needs of the area as a background of the project (Application form **B-4**) and describes the specific procedure to solve the problems as an outline of the project activities (Application form **B-5**).

2) Consistency of the project

Objectives of the project, outline of the project activities, expected outcomes of the project, and detailed budget breakdown including **EVERY** item you requested should be matched with overall goal of the project.

e.g., ABC School construction project:
ABC school construction project is to improve the educational environment **[objective]** because the rate of literacy reaches 50% and school attendance rate remains 35% in the project area **[background]**. To achieve the objective, ABC school will construct classrooms **[activity]** and provide desks and chairs **[items]**.



3) Price adequacy of the requested budget

The applicant should submit pro forma invoices (**COPIES** only, and for Arabic documents, translation in English is appreciated) from three different suppliers showing a price for **EVERY** item of the requested budget (Application form **B-12** and **C-1**). When the applicant makes the detailed budget breakdown for the project, the applicant should choose the most reasonable price for every item from the three pro forma invoices. If the applicant cannot get three pro forma invoices, please explain the reasons and provide justification of the price adequacy for the items requested in the project budget (e.g. there are only two suppliers available in the area, the item is monopoly of one company, using the local materials is one of the purposes in the project., etc.).

4) Items that can be used for multi-purpose

Multi-purpose items such as vehicles, bicycles, computers, sowing machines and halls/open spaces, should be more carefully justified in your request because those items require high maintenance and can be used for purposes other than the applied projects, including private purposes. The applicant should explain the reasons why those items are necessary for the project and what kind of procedures or rules will be taken in order to prevent their private usage, and ensure the longer-term maintenance of the items (Application form **B-9**).

5) Management capability of the applicant organization

As general information of the organization in the application form **A-3**, the applicant should describe main activities and attach documents introducing your organization and activities to show capability of implementation both financially and administratively. Previously implemented project funded by other bi-lateral donors and/or international organizations may be listed for a reference.

6) Preconditions

In order to ensure feasibility of the proposed project, the applicant should describe following information in the application form **B-6**, and provide relevant documents attached to the application:

Operational License of the organization

- Partnership with relevant local government authorities (such as Ministry of Education, Ministry of Health, Water authority, National Mine Action Authority Center (NMAC).
- Partnership with the targeted community represented by, for example, popular committee, Shaikh, religious leader, churches etc.
- Accessibility to the project site including distance and hours from the nearest city/town, road condition, and, particularly, difficulty of access in the rainy season,
- Availability of technicians, and capacity of the organization/local people to manage, maintain and utilize the result of the project (building, programs etc.)

7) Future sustainability of the project

Detailed management plan (financial and technical) of the project after its implementation must be described in the application form **B-9**. Since the GGHSP grant is unable to cover the future running and operational cost for the project, (e.g. salaries of employees, maintenance of the buildings, cost of electricity and water, fuels, etc.) the applicant needs to explain how to secure funding for the above-mentioned cost in the long term. The completion of the project will be followed



by the monitoring by the Embassy of Japan (generally at the time of completion, and after two years). Thereafter, intermittent monitoring by the Embassy maybe conducted during the period of five years after the completion of the project.

8) Requirement of monitoring for implementation of the project

- **External Auditing:** The applicant is required to have an external audit by an independent auditing firm to monitor the financial aspect of the project during the implementation. Auditing report should be submitted with the final report after the completion of the project (REQUIRED).
- **Utilization of Monitoring and Evaluation (M&E) Framework:** It is also recommended that the organization monitor the projects with a set of indicators to evaluate short/long-term impact of the project. (RECOMMENDED).

Only the cost for auditing can be covered within the GGHSP grant (see grant amount coverage).

9) Application Format

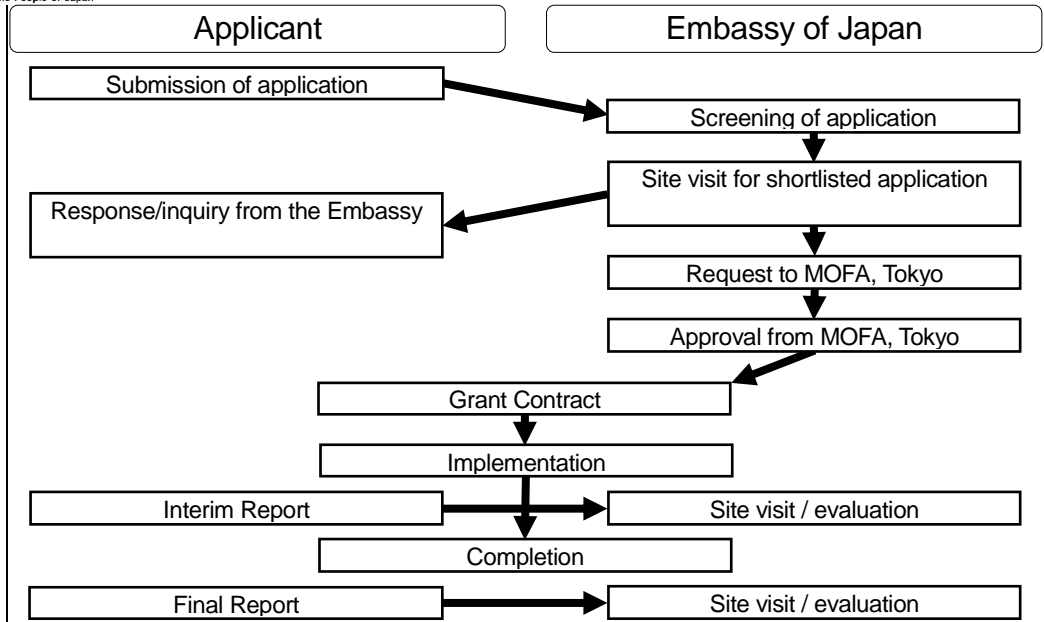
The application form and other relevant information shall be produced in A4 size document. Only type-written application forms will be accepted. In case there is not enough space, the applicant can use another format. However, all questions in the application form must be answered.

GGP is a grant aid scheme offered by the government of Japan to the civil society organizations in Sudan. This scheme does not request the repayment of the project fund. In return, the successful applicants are requested to sign the Grant Contract and Memorandum of Understanding, and conduct their projects based on the agreements with the Embassy of Japan. The Responsibilities of the implementing organization include but are not limited to;

- 1) Opening an independent bank account specifically for the GGP Project with two signers,
- 2) Seeking the Embassy's permission in advance for any withdrawal from the above bank account,
- 3) Presenting the bank statement and record of payment (invoices and receipts) to the Embassy every month,
- 4) Conducting appropriate monitoring of the project, and submitting monthly progress report together with the updated photos,
- 5) Consulting with the Embassy of Japan for any issues or concerns, or changes required arising from the implementation of the project
- 6)to follow-up the project for at least 5 years after the completion of the funding period with the Embassy of Japan



**ORGANIZATION'S
RESPONSIBILITIES
AND PROCESS OF
GGP**



The project funded is required to be followed up for at least 5 years by both applicant and the Embassy of Japan.

*MOFA: Ministry of Foreign Affairs, Government of Japan

F&Q

Please refer to the following FAQs before making the enquiries to the Embassy of Japan.

1. How many projects can be funded by GGP each year?

A) Generally GGP funds 5 projects each year.

2. How many projects can one organization apply for each year?

A) Organizations can apply for as many projects as they wish each year.

However, it is very unlikely that one organization receives the funding for more than one project a year. Therefore, serious selection of the project for application is strongly recommended.

3. Is there any geographical focus for GGP?

A) GGP intends to fund the projects throughout Sudan. However, in order to ensure the transparency, monitoring and follow-up for the funded projects, we are awaiting further security improvements in the areas of Darfur, Blue Nile, and South Kordofan State in order to accept applications from these states in the coming years. For further focus areas for FY 2018, please refer to Notes for Application.

4. We are an International NGO. Are we eligible for application?

A) International NGOs can apply for GGP, given that they are officially registered NGOs in Sudan. For the application of International NGO, we require the official approval from the applicant organization's headquarters. In some



cases, we may ask for the financial reports of Sudan office and headquarters from the applicant organization.

5. It is indicated in the guidelines that the applicants are required to submit the financial report for the previous two years. Our organization has been active for less than two years. Are we eligible for the application in this case?

A) Applicant organizations are required to have at least 2 years of active history. Please wait until your organization has acquired 2 years of experience.

6. It is indicated in the guidelines that the applicants are required to submit the endorsement letters from relevant authorities. Where should I receive these letters from?

A) GGP requires the applicant organizations to ensure that the information of the proposed project is fully understood and shared with the relevant authorities. Applicant organizations are requested to consult about the project with the project's relevant ministries in order to receive the endorsement letter from them. For example, If your project is focused on education and school facilities, please consult with Ministry of Education. If your project is focused on primary health care and clinics, please consult with Ministry of Health.

7. If we receive this grant, is it possible to purchase equipment from Japan?

A) The recipient organizations of GGP are expected to purchase any item or service regarding the funded project locally. It is not possible to purchase equipment from Japan directly.

8. According to the guidelines, GGP does not fund the purchase of livestock. Is it still possible to propose a project focusing on livestock?

A) It is possible to do so, given that the applicant organization itself funds the livestock, and propose the project that GGP funds the other components of the project.

9. To service the communities better, our organization would like to propose a project for the capacity development of our own NGO staff for proposal writing. Can GGP fund such projects?

A) GGP is designed to benefit the community at the grassroots level directly and cannot fund the capacity development of the applicant organization itself. If your organization designs the project for the capacity building of certain communities, such project is eligible for application.

10. Our organization received a grant from GGP last year. Is it possible for us to apply this year again?

A) Although it is unlikely that your organization receives the funding in two



consecutive years, it is possible for your organization to apply for GGP. Due to the limitation on the number of projects that GGP can fund each year, we keep the archive of potential project to be re-considered in the coming years.

11. We have certified accountant in our organization. Is it possible to let our in-house accountant produce the audit report for the project, instead of getting the external auditor's quotations?

A) In order to ensure transparency, we ask all the organization to receive the external auditor's service.

12. Our organization would like to distribute stationeries and T-shirt to school children. Can these items be funded by GGP?

A) GGP can only fund items that are going to be owned publically. Any items that are going to be distributed to individuals cannot be funded by GGP.

13. Our boarding school need funding for feeding the pupils. Can GGP fund the running cost of the feeding program for one year?

A) Since GGP grant is unable to cover the future running and operational cost for the project, it is difficult for GGP to fund running and operational cost of such continuous program for one year.



APPLICATION AND CONTACT

The Embassy of Japan accepts your application delivered to and reviewed by programme coordinator. We do not accept the application forms emailed, posted, or left at the reception. If applicants have difficulties in delivering the application documents by hand, please consult with the Embassy via the following phone number, or the email address, and make necessary arrangement for the submission of the application documents. Please be kindly informed that Embassy of Japan does not accept the application forms sent to the below email address without the mandatory consultation. Physical, mailing and email addresses are listed below:

Embassy of Japan in Sudan

- Location: House No. 67, Street 43, Khartoum One, Sudan
- Mailing address: P.O. Box 1649 Khartoum, Sudan
- Tel: +249-183-471601 / 83-471602
- Fax: +249-183-471600
- Email: minoru.yamaguchi@mofa.go.jp
- Direction to Embassy of Japan in Sudan

