

GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROGRAMME

Ministry of Foreign Affairs of Japan

OFFICIAL DEVELOPMENT ASSISTANCE

FOREWORD

Financial Assistance Programme for development projects, offered by the Government of Japan, designed to meet the diverse needs of developing countries. Known as the Grassroots and Human Security Programme, this scheme supports projects proposed by various bodies such as non-governmental organizations (NGOs) and local government authorities. The GGP program has acquired an excellent reputation because it provides flexible and timely support to development projects at the grassroots level

This booklet provides overall summary of objectives, procedures and necessary requirements for obtaining grant assistance under the Grassroots and Human Security Programme.

OBJECTIVES

Within the Grassroots and Human Security Programme, non-refundable financial assistance is provided to Non-government organizations, hospitals, primary schools and other non-profit organizations with the aim of aid contribution in implementation of their development projects.

The Official Development Assistance together with new types of cooperation, which are designed to directly affect the social wellbeing, determines amount of financial assistance from Grassroots and Human Security Programme in each country.

ELIGIBLE ORGANIZATIONS

Any Non-profit organization may become a grant recipient of the Grassroots and Human Security Programme. The sole requirement – it has to be a Non-profit organization, implementing main development projects.

Here are the examples of potential grant recipients: Local and international NGOs (in spite of their nationality), hospitals, primary schools, and other Non-profit organizations.

PROJECT AREAS

- 1) All the grassroots level projects may apply for financial assistance of Grassroots and Human Security Programme. However, particular attention will be given to the projects aimed at addressing Basic Human Needs:

- PRIMARY MEDICAL ASSISTANCE
- PRE-SCHOOL, PRIMARY AND SECONDARY EDUCATION
- RELIEF OF POVERTY
- PUBLIC WELFARE
- ENVIRONMENT

- 2) Priority areas in each country can be determined by the Embassy of Japan depending on the development needs of that country.

GRANT AMOUNT

The grant amount per project under the Grassroots and Human Security Programme generally should be between 20,000 and 90,000 US dollars. Funds are provided after an examination and evaluation of each application on an annual project-by-project basis.

In an exceptional case, grant amount may exceed USD for projects that make significant contribution to Human Security: such as projects aimed at resolution of border issues, transmissible diseases, environmental problems, projects intended to protect people from treats, capacity building of people and communities to overcome problems related to refugees and people displaced internally because of regional conflicts. Duration of such projects may take more than one year.

You can find additional information on the Grassroots and Human Security Programme following the link to the EoJ in the Kyrgyz Republic website <http://www.kg.emb-japan.go.jp> or by phone on the following numbers (996 312) 300-050, fax: (996 312) 300-052, e-mail: kusanone.kg@gmail.com (consultation days and hours: Monday – Friday from 09:00 till 17:45 (Lunch time 12:30 - 13:30).

Prospective applicants should note that the following budget items cannot be financed: salaries, fuel, travel expenses, per diem charges, and other administrative and operating costs of the organization.

HOW TO APPLY

If your organization satisfies the conditions described above and you want to receive GGP funds to implement a development project, submit an application form to the Embassy of Japan. As we may need to ask you for additional information, it is essential that you provide your contact details (including mobile phone number) and address. The application form must be accompanied by a detailed budget for the project, a map showing the project site, a feasibility study for the project, and if available, a brochure and a copy of the regulations of your organization.

Please bring or send the application form and other required documents to the Embassy of Japan and send the prior electronic copy through e-mail:

Address:

The Embassy of Japan in the Kyrgyz Republic
16, Razzakov str.,
720040, Bishkek

Fax: (996 312) 300-052

E-mail: kusanone.kg@gmail.com

Please bear in mind while submitting your application:

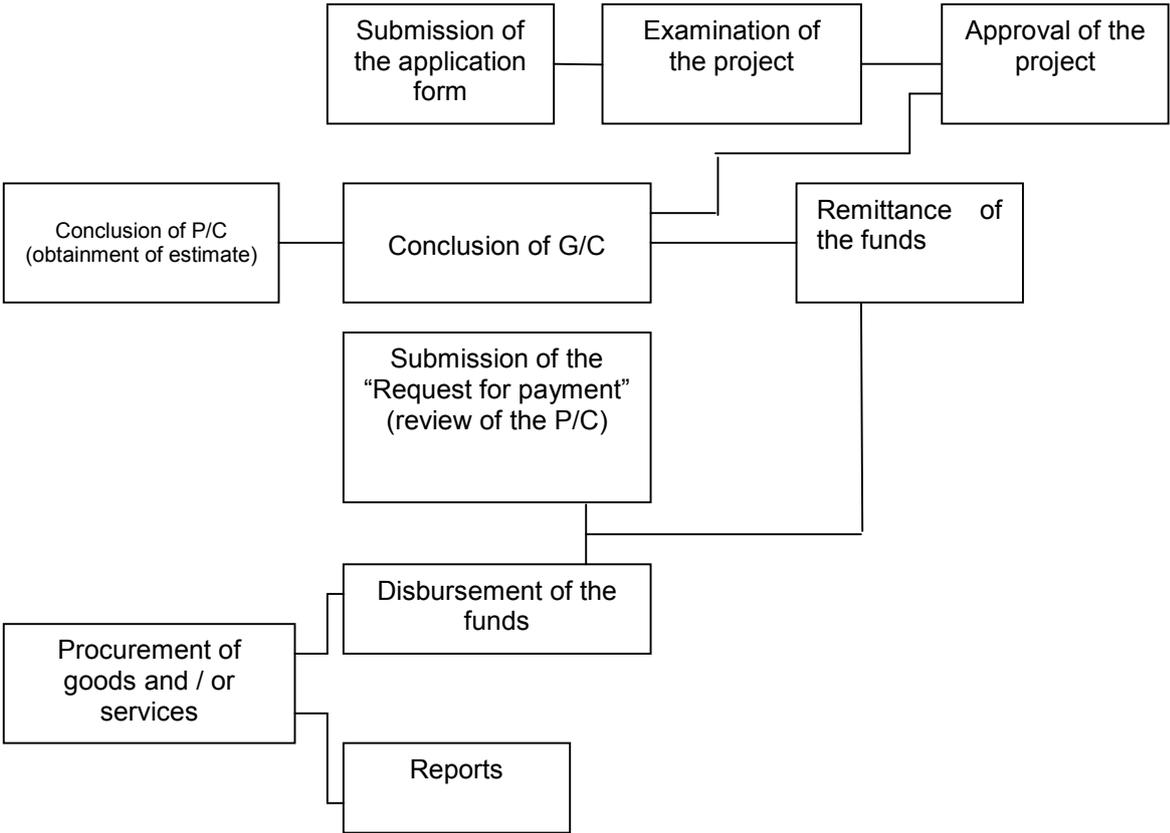
1) In selecting projects for funding, the Government of Japan places a high priority on the impact and sustainability of the project. First and foremost, you must convince the Embassy that your organization is capable of the sound management of sustainable development projects. A detailed description of the past achievements of your organization would therefore be appreciated.

2) As mentioned above, the Government of Japan cannot provide funding for salaries and other recurrent operational costs. The operation of the project must therefore be independently financed by your organization. In order to convince the Embassy that you can maintain the project, you must show that you have sufficient funds to cover running costs.

3) Pro forma estimates must be supplied for each budget item so that we can ensure value for money. You should submit estimates from three different suppliers wherever possible. In

certain circumstances (e.g., in emergency situations, or where there are only a limited number of suppliers), the Embassy may waive the requirement for three separate estimates.

GRANT RECIVING PROCESS GRASS-ROOTS AND HUMAN SECURITY PROGRAMME			
Supplier of goods and/or services	Grant recipient	Embassy of Japan	Ministry of Foreign Affairs of Japan



P/C: Procurement Contract
G/C: Grant Contract

APPROVAL PROCEDURES

The Japanese Government receives far more applications than it is able to support. Funds are therefore provided only for the most suitable projects after detailed examination and evaluation.

After the application form and accompanying documents are received by the Embassy of Japan, the procedures below are followed:

1) Examination of the project: When the application is received, the project is examined by Embassy staff, paying particular attention to the objectives, socio-economic impact, and the cost of the project. On this basis, potentially suitable projects for grant assistance will be selected.

2) Site visit: The Embassy staff will visit the site of the selected project, after which a decision will be made whether or not to provide grant assistance.

3) Grant Contract: The Embassy of Japan and the recipient organization sign a Grant Contract. The Grant Contract contains the title, objectives and details of the project, the name of the recipient organization, a clause outlining the appropriate use of funds; and specifies the maximum amount to be disbursed.

4) Disbursement of funds: The recipient organization must conclude procurement contracts with relevant suppliers for the delivery of goods and/or services. The contracts are carefully examined by the Embassy of Japan to verify that the costs and budget items are appropriate. Once it has approved the costs and received a signed request for payment from the recipient organization, the Embassy will disburse the funds.

5) Implementation of the project: The grant should be used properly and exclusively for the purchase of the products and/or services necessary for the approved project. Once the grant funds have been disbursed, implementation of the project is expected to proceed in a timely manner, and in conformity with the agreed-upon timetable.

6) Reports: At the discretion of the local Embassy of Japan or consulate, the recipient organization may be asked to provide an interim report during implementation. A final report is required at the end of all projects. The final report must be accompanied by a financial statement and receipts showing how the funds were utilized.

MISCELLANEOUS REQUIREMENTS

1) Funds received must be used exclusively within the framework of the implementation of the project. The Embassy of Japan reserves the right to claim a refund of the grant if the funds are used for any purpose other than for the implementation of the project.

2) It would be preferable if the recipient organization could maintain separate accounting for the implementation of the project in order to facilitate audit operations by the Embassy of Japan or its representative.

3) Regardless of the project's starting date, grant funds shall be disbursed prior to March 31 (the end of the Japanese fiscal year).

4) If the recipient organization finds that it has to modify the project plan for any unexpected reason, it must consult the Embassy and seek its prior approval.