

# **Grant Assistance for Grassroots Human Security Projects (GGP)**

**Embassy of Japan in Vienna, Austria**

## **Background of GGP**

The Grant Assistance for Grass Roots and Human Security Projects (GGP) was first introduced by the Government of Japan in 1989 in order to meet various socio-economic needs in developing countries. The GGP provides nonrefundable financial assistance to NGOs, hospitals, primary schools, and other nonprofit association to help implement their development projects. The availability of GGP funding in each eligible country provides Japanese ODA with a new means of cooperation that has a direct impact on the well-being of grass-roots communities.

## **Criteria**

All applications are to be examined and evaluated on a project-by-project basis in the context of the following criteria.

### **(1) Eligible Recipients**

Any type of nonprofit organization is eligible to be a GGP recipient. The only requirement is that it has to be a nonprofit organization implementing development projects at the grass-root level (Individuals and profit-oriented organizations are not eligible).

The following lists are examples of potential recipients:

- (a) International or local NGOs
- (b) Community-based organizations (CBOs)
- (c) Local authorities
- (d) Health Institutions
- (e) Primary Schools and Vocational (Training) Schools
- (f) Other non-profit associations

### **(2) Available Funds**

GGP funds are provided to the recipient organization after an examination and evaluation of each application by the Japanese Government on an annual project-by-project basis.

The maximum grant amount per project: 10 million Japanese Yen (approximately equivalent to 70,000-80,000 Euros including audit fee, depending on the exchange rate).

Items NOT to be funded:

- Tax of any form (VAT can be exempted)
- Consumer goods such as foods & medicine (except in case of emergency relief or for humanitarian needs)

- Running and maintenance costs of facilities and equipment
- Administrative costs of the recipient organization such as salary for staff members
- Ordinary Cars (Unless its use is specified)
- Books
- Computers (Unless its use is specified)

### (3) Project Areas

As long as the development project is geared to grass-roots assistance, it is eligible for financing under GGP. However, the following areas account for the majority of the projects approved (\*-examples of projects):

- (a) Primary Education
  - \* Refurbishment and supply of equipment for primary schools
- (b) Primary Health Care
  - \* Refurbishment and supply of medical equipment for hospitals  
(Projects for the benefit of women, children or prevention of infectious disease (such as AIDS) are given priority)
- (c) Vocational Training
  - \* Supply of equipment for basic skills training courses (e.g. brick making, sewing, candle making machines, etc)
  - \* Agricultural training equipment (e.g. tractors, pumps, sprinklers)  
(Projects which help women's empowerment are given priority)
- (d) Public Welfare
  - \* Refurbishment and supply of equipment for facilities for the handicapped, orphans, family planning education, or the construction of community centers
- (e) Water Supply (only local entities can apply)
  - \* Facilities and equipment for drilling well pumps etc.
- (f) For applications with other content: please contact the GGP coordinators in Skopje and Prishtina directly to learn about the possibilities.

(Apart from the above, projects which will promote ethnic communication and/or reconciliation will be given higher priorities.)

### **How to apply**

- (1) If your organization satisfies the conditions described above and you want to receive GGP funds to implement a development project, you should submit an application form to the Liaison Office in Skopje or Prishtina, (contact details are given below).
- (2) The application form should be accompanied by
  - (a) a detailed budget for the project
  - (b) a map showing the project site or reconstruction part
  - (c) cost estimates for the goods and services that will be purchased by the grant from 3 different companies, all in EUR (Kosovo), all in MKD (Macedonia).
  - (d) cost estimates for the audit fee from 3 different companies, all in EUR (Kosovo), all in MKD (Macedonia).

- (e) annual financial statements of the applicant for the previous 2 years (breakdown of income and expenditures)

Please note that it is essential for each applicant to provide contact addresses (telephone numbers, email, fax numbers) as the Embassy may ask for additional information.

- (3) In selecting projects for funding, the Japanese Government places a high priority on the impact and sustainability of the project. First and foremost, you must convince the Japanese Embassy that your organization can manage a sustainable development project. A detailed description of the past achievements of your organization would therefore be appreciated.
- (4) Proof of estimates must be supplied for each budget item so that the Embassy can ensure value for money. Wherever possible, you should submit estimates from 3 different suppliers.
- (5) Applications may be submitted throughout the year. Applications arriving after June are considered for the following year's selection.

## **The Procedure after the Submission of an Application Form**

### **(1) Examination and Approval**

Upon receiving an application, the Japanese Embassy examines the purpose, cost and expected socio-economic impact of the project. After the examination, the Embassy staff will visit the sites of some potential projects and decide which projects are appropriate for GGP before submitting them to the Ministry of Foreign Affairs in Tokyo for final approval.

### **(2) Grant Contract (G/C)**

Once the Ministry of Foreign Affairs approves the project, the Japanese Embassy and the recipient organization will sign a Grant Contract (G/C). G/C will include the title, purpose and content of the project, the name of the recipient organization, the maximum amount of funds to be provided, and a "proper use clause."

### **(3) Disbursement of Funds**

The recipient organization is then required to conclude a procurement contract (P/C) for goods and/or services with each supplier. The Embassy reviews the P/C (or the confirmation) to confirm whether the costs are appropriate. If P/C is considered appropriate, the Embassy will disburse the funds.

### **(4) Implementation of Project**

The grant should be used properly and exclusively for the purchase of the products and/or services specified in the application form of 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.

### **(5) Changes from the original plan**

If the recipient organization needs to modify the project plan for any reason, it must consult the embassy and seek its prior approval.

#### (6) Reports

An interim report during the implementation and a final report at the end of the project are compulsory. In addition, the Embassy staff may also visit the project site to see if the funds are used for the agreed-upon purposes.

#### (7) Auditing

Third party auditing is required for all grants since the Embassy of Japan is not present in Macedonia or Kosovo.

Note: Due to annual budget restrictions, not all the projects can be approved although they meet the above-mentioned criteria.

### **Contact Details:**

#### For **Kosovo**

*Mr. Pjeter Quni*

*GGP Coordinator*

*Liaison Office entrusted by the Government of Japan*

*Rexhep Mala Street Nr 43, 10.000 Prishtine, Kosovo Tel: +381-38-245-433*

*Email: [pjeterquni@gmail.com](mailto:pjeterquni@gmail.com)*

#### For FYR **Macedonia**

*Ms. Galina Strachkova*

*GGP Coordinator*

*Skopje Liaison Office entrusted by the Government of Japan*

*Bul. Partizanski Odredi 15A, 1000 Skopje, Macedonia*

*Tel: +389-(0)2-3118-063/ Fax: +389-(0)2-3117-440*

*Email: [embjp.ggp.mk@gmail.com](mailto:embjp.ggp.mk@gmail.com)*