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| **GRANT ASSISTANCE FOR**  GRASSROOTS HUMAN SECURITY PROJECTS (GGP)  APPLICATION FORM  **2024/2025 Edition** |

**EMBASSY OF JAPAN IN MALAWI**

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# **Basic Information of GGP**

## 1. What is GGP?

In 1989, the Government of Japan introduced Grant Assistance for Grassroots Human Security Projects (GGP) in order to respond to the diverse development needs in developing countries. The aim of GGP is to provide financial assistance to non-profit development organizations for implementing projects at community level.

## 2. Eligible recipients

Non-profit development organization working for socio economic development such as;

(1) Educational institutions

(2) Medical institutions

(3) Community-Based Organizations

(4) Local & international NGOs

(5) Local government bodies

\* NGOs must be registered in NGO regulatory authority or recognized by the relevant government agency.

\* The organization must be active at least more than two years at the time of application.

\* Individuals and profit-making organizations are not eligible

## 3. What GGP funds

GGP usually funds for the following items

(1) Construction/renovation of buildings or infrastructure

(2) Supply of equipment/furniture

(3) Technical or educational training/workshops to complement the above activities

\***project which only consists of training/workshop cannot be funded.**

GGP does not fund;

(1) Operational/administrative costs

(2) General financial assistance

(3) Land purchase, rent, school fees, travel expenses, staff salaries

(4) Consumable/disposable goods (e.g. food, stationary, seeds)

(5) Livestock, beehives and tree seedlings

(6) Projects benefiting individuals not the whole targeted community

(7) Programmes/Capacity Building

(8) Religious facilities (e.g. Churches, Mosques, Temples)

## 4. Project areas

(1) Education

(2) Health

(3) Water and sanitation

(4) Agriculture/fishery

(5) Community empowerment

\* GGP projects are not limited to the above sectors. If the community’s priority need is in different sectors, GGP may consider the proposed project.

## 5. Maximum grant limit

The maximum amount of GGP funding per project changes slightly every year. In the current year the maximum for one project is **JPY 10,000,000-** which is equivalent to approximately **USD 64,000** (as of April 2024).

\* The amount is subject to change due to changes in Exchange Rate.

\* The GGP fund is provided one time only.

\* There is no top up in case of a budget over-run. The applicant has to cover for any additional cost for activities not included in the proposals.

## 6. How to implement GGP?

The recipient organization has a responsibility utilize the GGP fund efficiently and properly and must fully commit themselves by the end of the project. The embassy will strictly monitor the project.

Conclusion of

Grant Contract

Monitoring

Reporting

Conclusion of Construction/ Supply Contract

Implementing of project

## 7. How to apply GGP?

　Fill in the necessary information requested in the application with the required documents mentioned at the final page of the application. Submit completed application form to Embassy of Japan in Malawi either in person, by post or through email.

\***failure to provide necessary information may automatically disqualify the application**

Embassy of Japan (Attn: GGP Section)

P.O. Box 30780 Lilongwe3, Malawi

Tel: +265 (0) 885 302 222

Email: [embmalawi@lw.mofa.go.jp](mailto:embmalawi@lw.mofa.go.jp)

Location: Plot No. 14/191, Petroda Glass House Lilongwe3

## 8. Selection criteria

The Embassy will assess all the submitted applications on the bases of:

(1) Credibility of the organisation

(2) Legal status of the organisation

(3) Financial status of the organisation

(4) Project management capacity of the organisation

(5) Participation and contribution by the beneficiary community towards the project

(6) Sustainability and ownership by the beneficiary community

(7) Impact of the project for the beneficiaries

# **Project Selection Process**

**(1) Submit Application**

Please read the application carefully and see if your organization/project is applicable for GGP.

\* Submitted documents will not be returned

**(2) Application Selection**

The Embassy screens all the submitted applications within a few month of their receipt. Potential applicants will be contacted by the Embassy for a site visit after the screening.

**(3) Site Visit**

The Embassy/GGP staff will visit the potential project site to verify the contents of the application. Applicant might be requested to submit additional documents.

**(4) Approval**

Once a proposed project is selected, the Embassy will contact the applicant organization for the preparation for final approval from the headquarter.

# **GGP Application Form**

Application should be typed or written clearly. Unreadable, ineligible and incomplete applications will not be considered.

**Filling Date: / /**

**1. Applicant**

Name of Organization………………………………………………………………………………..

CBO

NGO

Other (……......)

Medical institution

Educational institution

Type of organization

Address: P.O.BOX……………………………………… …………………………………………...

Person responsible for the submission of this form

Name…………………………………………… Title………………….…………………………

Phone ..…………………………… Email………………….………………………

**2. Project Description**

1. Title of the proposed project: ………………………………………………………………

Is this project an expansion of an existing facility?　YES / NO

1. Sector: Please circle the sector which is applicable for the project

・Education　・Health　・Water　・Agriculture/Fishery　・Other ………………….

1. Project Site: Region………………………….. District………………………………...

City, Town……………………………………………..……….…

1. Targeted group: ………………………………………………………..
2. Estimated Numbers of Beneficiaries ………………………..

【Education project】

Current number of students ………………

Total number of classrooms ………………

Distance from the nearest school..……....Km

【Health project】

Distance from the nearest health facility..……....Km

【Water project】

Distance from the nearest water source..……....Km

1. Please describe the details of project site.

(1) Location: Describe the location of the project, including geographical information, climate (temperature and rainfall), significant geographical features, eminent environmental issues, water and soil conditions (if applicable), or any other information.

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(2) Population: Size of the population and the population density in the project area, composition of ethnic groups (if applicable), housing situation, average number of family members, availability of public services

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(3) Socio-economic condition: What is the socio-economic condition of the beneficiary population/community (ex. average income of household, source of income such as major industry employment, level of education, etc)

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(4) Unique Peculiarities: Are there any unique cultural practices and/or traditions that still exist to-date and are relevant to the proposed project.

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1. Please state the current issues and challenges and how the project will solve them.

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1. What kind of effort has the applicant organization made to solve the above problem?

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1. If this is an existing project, what is the state of current facility/equipment?

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1. Total Project Budget:

\*You can estimate the budget by yourself but it should be realistic in that case.

|  |  |  |
| --- | --- | --- |
| **Source of Funds** | **Project Activities / Items** | **Amount (MK)** |
| GGP | 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Total of GGP fund |  |
| Contribution from Applicant |  |  |
| Contribution from Community |  |  |
| Contribution from Other Donors (name them) |  |  |
| Total Cost of the Project |  |  |

1. After completion of the project, who will be responsible for management and maintenance of the facility or equipment in order to ensure the sustainability of the project? How will the organization ensure financial sustainability of the project? Please describe in detail.

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**3. Information of Organization**

1. Basic Information

(1) When was the organization established? ……………………..……………………………

(2) When was the organization registered with the government? ………………………….…..

(3) Which ministry has the organization registered under? ………………………………….…

(4) Does the organizationon have a management committee? YES / NO

(5) How many members does the organization have? ……………….

(6) How many staff (paid) does the organization have? …………………

(7) How many volunteers (non-paid) does the organization have? ………………

(8) Who are the decision-makers in the organization?

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Role | Years in the role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2. Activities**

(1) What are the organization’s main activities?

……………………………………………………………………………………………………

……………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………………………………

(2) What kind of project has the organization implemented in the past?

**\*Please attach the records related to the past project(s)**

**(e.g. project report, minutes, certificate, contract etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Project Detail / Activity | Name of Donor | Amount | Contact |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Financial Information**

(1) Does the organization have a bank account? YES / NO

\*If YES, attach a copy of **bank statement at least recent six months.**

(2) What was the income and expenditure for the last three years?

(MWK/USD)

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2023 | 2022 | 2021 |
| Income |  |  |  |
| Expenditure |  |  |  |
| Balance |  |  |  |

(3)Please write down the details of financial statement for the last three years

【2023】　　　　　　　　　　　　　　　　　　　　　　　　　　 　　(MWK/USD)

|  |  |  |  |
| --- | --- | --- | --- |
| Income | | Expenditure | |
| Item | Amount | Item | Amount |
|  |  | Admin cost |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

【2022】　　　　　　　　　　　　　　　　　　　　　　　　　　　 　(MWK/USD)

|  |  |  |  |
| --- | --- | --- | --- |
| Income | | Expenditure | |
| Item | Amount | Item | Amount |
|  |  | Admin cost |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

【2021】　　　　　　　　　　　　　　　　　　　　　　　　　　　 　(MWK/USD)

|  |  |  |  |
| --- | --- | --- | --- |
| Income | | Expenditure | |
| Item | Amount | Item | Amount |
|  |  | Admin cost |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

**4. Attachments**

Please attach the following documents with this application form

**□Quotations from three different contractors with profile of the company**

**□Quotations from three different suppliers**

**□Architectural designs of the buildings**

**□Site plan of the project ( can be hand drown)**

**□Copy of organization’s registration certificate**

**□Copy of Title Deed or proof document of land ownership**

**□Financial statements for the past three years**

**□Copy of bank statement**

**□Pictures of the current facilities / situation**

**□Evidential documents related to past projects**

**□Area maps of the project site with land marks**