

1. Background of GGP

The Grant Assistance for Grass-Roots 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 non-refundable financial assistance to NGOs, hospitals, primary schools, and other nonprofit associations to help implementing their development projects. The availability of GGP fund in each eligible country provides Japanese ODA with a new means of cooperation that has a direct impact on the well-being of local communities.

2. Before You Apply

(1) Eligible Recipients

Any type of nonprofit organisation is eligible to be a GGP recipient. The only requirement is that it has to be a nonprofit organisation implementing development projects at the grass-roots level (Central Government and international organisations, as well as individuals and profit-oriented organisations, are not eligible).

The following lists are examples of potential recipients:

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

*As a general rule, your organisation must have been operating for at least two years.

**It is required that applicants have stable and sufficient income.

***It is important that your organization has the capacity of conducting procurement. Please see 4. The Process After the Application Received for the details.

(2) Available Funds

The amount of GGP fund for each project would be determined after an examination and evaluation of each project-based application by the Government of Japan.

The maximum grant amount per project is 10 million Japanese Yen (approximately equivalent to **80,000-60,000 Euros** including audit fee, depending on the exchange rate).

*In the event of cost overruns, the shortfall must be covered by your organisation.

(3) Project Areas

Development project targeted at grass-roots level assistance is eligible for financing under GGP.

The following areas are the main target of GGP:

- (a) Primary Education
- (b) Primary Health Care
- (c) Public Welfare
- (d) Environment

* Project targets cross-cutting issues such as gender equality, youth, social inclusion is highly encouraged to apply.

** For applications in other areas: please contact the Embassy to learn about the possibilities.

The following areas are not financed by GGP:

- (a) Projects for assisting research at advanced academic institutions and projects for improving the management capacities of the recipient organisation
- (b) Projects that are limited to commercial activities and creation of employment of particular individuals and/or organisations, and where the direct benefits for grass-roots activities are uncertain
- (c) Projects that are not closely related to economic and social development (such as culture, arts, and Sports-related projects)
- (d) Projects with a political or missionary purpose or the intention of military use

(4) Items NOT to be financed

- (a) Tax of any form (VAT can be exempted)
- (b) Consumable goods such as foods and medicine (except in case of emergency relief)
- (c) Operational and maintenance costs
- (d) Administrative costs of the recipient organisation such as salary for staff members
- (e) Ordinary Cars (Unless its use is specified)
- (f) Books (teaching materials, library collections, etc.)
- (g) Computers (Unless its use is specified)

3. How to Apply

- (1) If your organisation satisfies the conditions described above and you are interested in applying for GGP funds to implement a development project, please **submit an application to the Embassy of Japan in Kosovo by e-mail, by post, or by hand**. The Application Form can be downloaded from the website.

Please note that it is essential for each applicant to provide contact (name of the contact person, telephone number and email) as the Embassy may contact you for additional information.

【 Place of Submission6t 】

Embassy of Japan in Kosovo

Email: ggp.kosovo@p1.mofa.go.jp

***If submitting by email, please make sure that the size of the email, including attachments, does not exceed 10 MB. If it exceeds 10 MB, please use a zip file or divide it into several emails and indicate the number of emails.**

(2) Attachment to the Application Form

The Application Form should be accompanied by:

- (a) a map showing the project site
- (b) 3 different estimations for each good and/or service that will be purchased through the grant for the project, all in EUR.

- (c) 3 different estimations for the audit fee, all in EUR.
- (d) annual financial report of the applicant for the previous 2 fiscal years (breakdown of income and expenditures)
- (e) (For the construction of facilities) design or floor plan

* The estimations must be provided for each item/budget so that the Embassy can evaluate appropriateness of the cost. **Wherever possible, you need to submit estimates from 3 different suppliers.**

** Please describe the income and expenditure for 2 years in detail to confirm your organisation is financially stable.

(3) Provide a detailed description

For the selection of projects for funding, the Government of Japan places a priority on the impact and sustainability of the project. First and foremost, you must convince the Embassy of Japan that your organisation can manage the development project in a sustainable manner. Therefore, a detailed description of the past achievements of your organisation would be appreciated.

4. The Process After the Application Received

(1) Examination and Approval

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

(2) Grant Contract (G/C)

Once the Ministry of Foreign Affairs of Japan approves the project, the Embassy and the recipient organisation will sign a Grant Contract (G/C). G/C will include the title, purpose, and content of the project, the name of the recipient organisation, the maximum amount of funds to be provided, and conditions for the fund.

(3) Disbursement of Funds

The recipient organisation 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 equivalent document) to confirm whether the costs are appropriate. If P/C is considered appropriate, the Embassy will disburse the funds.

(4) Implementation of the Project

The grant should be used properly and exclusively for the purchase of the goods and/or services specified in the signed G/C. Once the grant funds have been disbursed, implementation of the project is expected to proceed in a timely manner and in conformity within the agreed timetable.

(5) Changes from the original plan

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

(6) Reports

Submission of 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 purposes.

(7) Audit

A third-party audit is required for all grants. Projects supported by the GGP scheme should be audited by an external auditor whose fee can be financed by the GGP, as mentioned above “How to apply” (2) (c).

5. Other Notes

- Shortlisted projects may be requested to send further data/information, in addition to the data in the application, as per the request of the Embassy.
- Incomplete application or false data may lead to project disqualification.
- Due to annual budget restrictions, not all the projects can be approved even if they meet the above-mentioned criteria.
- Applications may be submitted throughout the year. Applications received after the deadline are considered for the following year's selection.

6. Contact Details

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