

# JAPAN'S GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS (GGP)

## Points to Remember

### 1. About The Scheme

- The Government of Japan offers a financial 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 scheme supports projects proposed by local non-profit organizations including non-governmental organizations (NGOs), schools, hospitals and local government authorities aimed to benefit community at grassroots level.
- In principle, the ceiling of the grant is 10 million Japanese Yen (approximately US\$90,900 based on the fixed exchange rate for the fiscal year 2019: April 1, 2019 - March 31, 2020).
- Project must be completed within 1 year.

### 2. Eligible Recipients (Non-Profit Organizations)

- Local and International non-governmental organizations (NGOs)
- School or Educational Institute
- Hospital or Medical Institution
- Local Government

*In special cases (Only if they are the only entities that would be able to successfully carry out the project)*

- Government Agency
- Local office of an international organization

### 3. Project Areas

The GGP mainly targets projects that aim to meet Basic Human Needs (BHN) and projects that are highly beneficial at the grass-roots level and require timely support. Project areas include but not limited to:

- Poverty Alleviation
- Public Welfare
- Environmental Protection and Disaster Risk Reduction and Management (e.g. Climate Change Adaptation and Mitigation, Agriculture, 3 Rs (reduce, reuse and recycle) and Waste Management)
- Primary Health Care
- Education

*The following projects are not in the scope of GGP support:*

- Projects that have uncertain benefits to grass-roots activities such as assistance for research by advanced academic institutions and capacity building of the recipient organization.
- Projects limited to commercial activities and creation of employment of particular individuals and organizations, and that have uncertain direct benefits to grass-roots activities.
- Culture, art and sport projects that are less related to economic and social development.
- Projects with a political or missionary purpose or the intention of military use.
- Projects that are concerned with goods which are harmful to human body (e.g. alcohol)

\* Financial part of the project only represents one component of the GGP. The GGP also requires that the recipient be responsible for periodic monitoring and reporting, proper accounting and submission of financial statements for the grant, and that the project's outcome is expected to have medium-term effects for at least 5 years after the completion.

### 4. Items That Are Ineligible For Assistance

- Administration and overhead costs, i.e. a) staff salary, b) utilities: electricity, gas, water, c) house, office, car rent, d) fuel for vehicles, e) office equipment (e.g. photocopy machines, personal computers, printers, fax machines, cellular phones, stationary etc.)
- Any application costs. (cost for assessment, quotations, designs, and postage, etc.)
- A project which is co-financed with other parties and cannot be completed by the GGP alone. (Community contributions in kind and/or contributions from the applicant are acceptable).

- Consumables (stationary, uniforms, vaccines, etc.) and items for individual and personal use
- Contingency and maintenance fee
- Items for income-generating projects, e.g. start-up capital, rental fee for equipment
- Purchase of land
- Purchase of food and medicines (*except* for emergency relief)
- Scholarships
- Tax (i.e. VAT), customs and duties, registration/license/certification fees, etc.

*The following items are not supported in principle; however, based on the necessity, they might be considered for support. Please note that less priority will be given to those items.*

- Programme cost, e.g. salaries of personnel that are essential to support the project's objective, trainer's salary, etc.)
- Books
- Vehicles (special vehicles such as garbage trucks, fire engines, and ambulances.)
- Items not easy to maintain or replace (Electronic equipment such as computers for office use, cameras, etc.)

## 5. How To Apply

- The completed application form with a budget plan and the other required documents should be submitted (preferably mailed) to the Embassy of Japan in Trinidad and Tobago.

*Documents required for the application:*

1. Completed application form (an application form can be downloaded at <http://www.tt.emb-japan.go.jp/grant%20assistance%20for%20ggp.htm>)
2. Organization's certificate of registration
3. Official literature/ brochures introducing your organization
4. Audit and financial reports of at least 3 recent years
5. Maps showing the project site
6. Written estimate of the goods/ services/ facilities/ external auditing from three (3) different suppliers
7. A copy of external audit proposals with the cost estimate from three (3) different auditors
8. Floor plan of the building and design specification of the project (if applicable)

Notes:

- As of April 2018, the Embassy of Japan in Trinidad and Tobago is in charge of the GGP grant for the following countries: Antigua and Barbuda, Guyana, Grenada, Saint Vincent and the Grenadines, Saint Kitts and Nevis, Saint Lucia, Suriname, Dominica, Trinidad and Tobago.
- Trinidad and Tobago and Barbados (in 2011) as well as Saint Kitts and Nevis (in 2014) graduated from DAC list of recipient countries. For these three countries, GGP accepts only disaster risk reduction and management and environmental projects (climate change adaptation and mitigation project, recycling project).
- Shortlisted applicants may be requested for additional documents depending on the nature of project; e.g. a confirmation letter from applicants and support letter from the relevant local government.

## 6. Approval Procedures

- Normally, the Embassy begins screening proposals in April, the beginning of the Japanese Fiscal Year (1 April to 31 March), in order to select suitable projects to be supported by the GGP scheme. Shortlisted applicants may be contacted for further clarification.
- Funds are provided to selected projects after detailed examination and evaluation by the Government of Japan. The Embassy of Japan will inform the applicants who have submitted valid applications in writing of the assessment results.

## 7. For Further Information

The Embassy of Japan in Trinidad and Tobago

Opening Hours: Monday to Friday except office holidays, 08:00-12:00, 13:00-16:30

Address: c/o Embassy of Japan in Trinidad and Tobago, 5 Hayes Street, St. Clair, Port of Spain  
P.O. Box 1039, Trinidad and Tobago

Telephone: +1 868 628 5991

E-mail: [ggp.emb-jpn-tt@po.mofa.go.jp](mailto:ggp.emb-jpn-tt@po.mofa.go.jp)

Website: <http://www.tt.emb-japan.go.jp/grant%20assistance%20for%20ggp.htm>

## Procedures for Grant Assistance for Grass-roots Human Security Projects (GGP)

Procedure
<p><b>Proposal submission</b></p> <p>Non-profit Organization (NGO, school, hospital, municipality, etc) submits project proposal to the Embassy of Japan.</p>
<p><b>Screening of the proposals and examination of the project</b></p> <p>When the application is received, the project will be examined by the Embassy with a particular focus on the objectives, socio economic impact and the cost of the project. On this basis, potential projects for grant assistance are selected.</p> <p><i>* The process normally starts in April, the beginning of the Japanese Fiscal Year, which runs from 1 April to 31 March of the following year.</i></p>
<p><b>Site visit</b></p> <p>Personnel in charge of the GGP will visit the site of the potential project.</p> <p><i>* This is meant to be a feasibility study and at this time, the project has yet to be approved.</i></p>
<p><b>Recommendation to the Ministry of Foreign Affairs in Japan</b></p> <p>The Embassy sends all necessary documents and information to the Ministry of Foreign Affairs (MoFA) in Tokyo. MoFA assesses and decides on whether the project should be support by the GGP or not. If MoFA requests further information, applicants may be contacted through the Embassy.</p>
<p><b>Approval of the Project</b></p> <p>The project will be approved by MoFA.</p>
<p><b>Grant Contract Signing Ceremony</b></p> <p>The Embassy and the recipient organization will sign a Grant Contract.</p>
<p><b>Disbursement of Funds</b></p> <p>The recipient organization must submit a request for payment with relevant documents to receive the funds.</p>
<p><b>Implementation of the Project</b></p> <p>The grant provided 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 timetable (in principle, within one year).</p> <p><b>Change from the original plan</b></p> <p>If the recipient organization needs to modify the project plan for any reason, it must consult the Embassy and seek its prior approval. (Both the consultation and the approval need to be in written form.)</p> <p><i>*Personnel in charge of the GGP will visit the project site during implementation and after project completion.</i>  <i>*It is required that the organization maintain good communications with the Embassy throughout the project period.</i></p>
<p><b>Reports</b></p> <p>An interim report during implementation and a project completion report at the end of the project are required.</p>
<p><b>Auditing</b></p> <p>An external audit is required for any project whose budget exceeds 3 million yen.</p>