

Guideline

Grant Assistance for Grassroots Human Security Projects (GGP) Embassy of Japan in Zambia

August 2024

1. Concept and Purpose of the GGP

The Grant Assistance for Grassroots Human Security Projects Programme (GGP) was first introduced by the Government of Japan in 1989 in order to meet the diverse socio-economic development and basic humanitarian needs in developing countries. The primary objective of this programme is to support various development and human security projects at the grassroots level that are proposed by non-governmental organisations (NGOs), local government bodies, and other non-profit groups who are actively engaging in Zambia. This programme has acquired an excellent reputation for its flexible and timely support to various development projects. Since the introduction of this programme to Zambia in 1990, the Embassy has funded over 170 projects to date and catered important social services and facilities such as construction of boreholes and water reticulation systems in communities, training facilities for women, classrooms for orphans, shelters for street children, and so on.

2. General Information of the Programme

Grant Amount	Up to JPY 10,000,000 (Approximately USD 71,900 in FY 2024) *Amount in US dollar fluctuates depending on the actual exchange rate.
Duration of Project	Up to 12 months
Eligible Applicant	An organisation must meet all of the following criteria: <ul style="list-style-type: none">➤ Be officially registered as one of the following:<ul style="list-style-type: none">- local/international NGO;- local government body;- educational institution; or- medical institution.* Individuals and profit-making institutions are not eligible to apply.➤ Must have at least 2 years of experience in the field of the proposed project

Eligible Applicant (Cont.)	<p>* GGP cannot fund newly-established organisations, pilot projects and initial start-up costs, etc.</p> <p>➤ Have financing ability to cover unexpected or incidental costs</p>
Target Area of Projects	<p>➤ Any project geared towards the improved welfare at the grassroots level is considered for funding under the GGP scheme as long as it aligns with the Japan's development cooperation policy for Zambia as well as the Zambian development policy.</p> <p>(e. g.)</p> <ul style="list-style-type: none"> - Education; - Primary health care; - Poverty relief; and - Support for those less privileged, namely orphans, people with disabilities and women. <p>➤ More information is available on the websites below:</p> <ul style="list-style-type: none"> - Assistance Policy for the Republic of Zambia (Japan) - https://www.zm.emb-japan.go.jp/files/100672453.pdf - Development Cooperation Charter (Japan) - https://www.mofa.go.jp/files/100514368.pdf - Eighth National Development Plan 2022-2026 (Zambia) - https://www.mofnp.gov.zm/?wpdmp=8ndp-summary
Type of Projects	<p>➤ GGP scheme can fund the following types of projects:</p> <ul style="list-style-type: none"> - Construction of facilities; - Provision of equipment and materials; and - Technical or educational trainings/workshops to complement the above activities. <p>➤ In principle, the following is NOT supported by GGP due to difficulties of monitoring of the project. However, with well-established monitoring and maintenance systems in place, they might be funded as exceptions:</p> <ul style="list-style-type: none"> - Running cost of the project, e.g., human resources; - Maintenance fees; - Vaccination; - Consumable items/ small assets;

Type of Projects (Cont.)	<ul style="list-style-type: none"> - Books; - Vehicles; - Electronic devices, e.g., computers; - Bank charges; - Fees payable to the government, e.g. toll gate fee, vehicle registration fee; or - Import duties and taxes. <p>➤ GGP does NOT fund the following:</p> <ul style="list-style-type: none"> - Office expenses, e.g. salaries, office rental fees; - Spare budget for the project; - Expenses for profit making activities; - Items aimed at providing direct funds and assets to specific individuals, e.g. scholarships, accommodations, clothing; - Expenses linked to indulgences that may be harmful to the human body, e.g. alcohol, cigarettes; - Projects which do not directly benefit at the grassroots level, e.g. research at the higher education; or - Expenses to acquire land for the project.
Main Selection Criteria	<p>➤ Priorities of the Government of Japan and Zambia</p> <ul style="list-style-type: none"> - Assistance Policy for the Republic of Zambia (Japan): - Development Cooperation Charter (Japan): - Eighth National Development Plan 2022-2026 (Zambia) <p>➤ Feasibility of the project</p> <ul style="list-style-type: none"> - The organisation MUST acquire all the necessary permissions and conduct research to implement the project, e.g.: <ul style="list-style-type: none"> ▫ Lease agreement / title deed for the project site; ▫ Certificate to operate the equipment; and ▫ Water vein research for the borehole drilling. - The organisation MUST be capable of financing any unexpected shortfalls, if such need arises. <p>➤ Follow-up system of the project</p> <p>The application should show a clear plan of how to maintain buildings/equipment after the project is completed.</p>

Main Selection Criteria (Cont.)	<p>➤ Organisational capacity to implement the project</p> <p>The organisation MUST have:</p> <ul style="list-style-type: none"> - more than two years of experience in the field; - enough manpower and budget to run the project; and - sufficient and stable income or sound financial status in the past two years - effective communication with the Embassy
Required Documents	<p>Please make sure to read this guideline thoroughly in advance.</p> <ul style="list-style-type: none"> ➤ Project proposal ➤ Photos of the project site (Up to four) ➤ A quotation from a registered supplier
Application Procedure	<ul style="list-style-type: none"> ➤ Step 1: Submit all the required documents either electronically or physically to the Embassy of Japan. * <u>The e-mail subject line should be "GGP application (the name of your organisation)".</u> ➤ Step 2: Receive a confirmation of receipt from the Embassy of Japan. If you do not receive confirmation by email or call in two working days, please contact us. ➤ Step3: All the applicants should receive the notification of the selection by two months after the submission due date. ➤ Step 4: Short-listed applicants will be contacted by the Embassy. If your project is short-listed, you are requested to finalise it and submit the full package of application as explained below. ➤ Step 5: The Embassy will recommend a few selected projects from the short-list to the Ministry of Foreign Affairs (MOFA) in Japan. ➤ Step 6: MOFA will notify final approval to the Embassy. ➤ Step 7: The Embassy will notify the result to the short-listed applicants.
Further Requirement for the Short-Listed Projects	<ul style="list-style-type: none"> ➤ For all the short-listed projects <ul style="list-style-type: none"> - Budget breakdown - Financial Report for the past two years

Further Requirement for the Short-Listed Projects (Cont.)	<ul style="list-style-type: none"> - Three quotations from three different suppliers - Three quotations from three audit companies - Booklet or pamphlet of your organisation, if any - Maps showing the project site <p>➤ For the project of procurement of any equipment</p> <ul style="list-style-type: none"> - Pamphlet or catalogue of the equipment - Floor map of the building indicating where to install/store the equipment - Certificate or permission from the relevant governmental institution to use the equipment <p>➤ For the project of construction of buildings</p> <ul style="list-style-type: none"> - Schematic design and/or dimensioned drawing - A copy of land title or lease contract <p>➤ For the project of drilling boreholes</p> <ul style="list-style-type: none"> - Result of water veins research
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3. Time Framework of the Application Procedure for Japan's Fiscal Year 2025

Deadline of application for the 1 st cycle	30 th March 2025
Notification of Short-list	By 30 st April 2025
Recommendation to MOFA	By 30 th June 2025
Final Approval of the Grant	Around November 2025
Deadline of application for the 2 nd cycle	31 st July 2025
Notification of Short-list	By 30 th September 2025
Recommendation to MOFA	By 30 th October 2025
Final Approval of the Grant	Around February 2026

*Please note that the unsuccessful application in the 1st cycle will also be considered for the 2nd cycle.

4. General Instructions

1) Responsibilities of the Recipient Organisation

It is the responsibility of the recipient organisation to spend the grant properly and exclusively for the purchase of approved products and/or services necessary for the

execution of the project and to operate and maintain them fairly and responsibly during the execution and after the completion of the project.

2) Opening of an Exclusive Bank Account

After the approval and the signature of the Grant Contract, the recipient organisation is required to open an exclusive bank account dedicated to the GGP project for the disbursement of the fund.

3) External Audit

- a) In principle, after the completion of the project, the recipient organisation shall perform an external audit in order to verify that the funds for the project are used in a proper manner. In principle, the external audit shall be performed by an organisation or individual who is officially qualified as an auditor in Zambia.
- b) The necessary fees for the external audit may be eligible for support by the GGP.
- c) Upon the completion of the project, the recipient organisation is required to submit a copy of the audit report to the Embassy of Japan. This report should contain the following elements:
 - Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)
 - Verification of facts (procurement and delivery of equipment, use of equipment, etc.)
 - Inspections of the project site (Please attach photographs to the report.)
- d) In some exceptional cases such as where the total project budget is below JPY3,000,000 or where the recipient organisation is a local government body which performs an audit annually according to the law etc., the external audit may be exempted. Please consult the Embassy of Japan for more details.

4) Unforeseen Circumstances

After the approval and the signature of the Grant Contract, in principle, it is the recipient's responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen.

5) Reporting

It is the responsibility of the recipient organisation to compile and submit an interim report to the Embassy of Japan, if applicable, and a project completion report using the formats in Annex.

6) Visibility

In order to ensure the visibility of Japan's grant assistance, the recipient organisation shall endeavour to cooperate with the Embassy of Japan in carrying out some PR activities such as by organising a handover ceremony, putting stickers and attaching a plaque or sign displaying the flag of Japan onto the provided supplies and buildings.

5. Contact

Embassy of Japan

Postal Address: P.O. Box 34190, Lusaka

Physical Address: No. 5218 Haile Selassie Avenue, Lusaka

Email: grassrootszambia@lu.mofa.go.jp

Tel: +260 211 251 555