

# **GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP) GUIDELINES**

\* Concept Papers must be submitted in **hard copies**.

**UGANDA**



**JAPAN**

**Embassy of Japan in the Republic of Uganda**

# Basic Facts and Procedures of GGP

## 1. What is GGP? -----

In 1989, the Government of Japan introduced Grant Assistance for Grassroots Human Security Projects (GGP) in view of the fact that the development needs in less developed countries were increasingly diversifying. The aim of GGP is to provide financial assistance to non-profit, development-oriented organisations so as to implement community development projects which directly benefit people at a grassroots level. As of year 2023, GGP has been implemented in 141 countries and regions all over the world. Since the first GGP project in Uganda was signed in 1992, 282 projects have been implemented as of December 2023.

## 2. Areas of Projects -----

Any project geared towards the improved welfare for the grassroots is considered for financing under the GGP scheme; if it is socially and environmentally sound. Preferable, however, are the projects in the following sectors.

- Primary/Secondary Education
- Vocational Training
- Primary Health Care and Reproductive Health
- Water and Sanitation
- Agricultural Development
- Reconstruction for disaster areas

Particular attention will also be given to support reconstruction for disaster areas and to projects designed to assist the most vulnerable groups, such as women, children and people with physical challenges.

## 3. Types of Projects -----

The GGP scheme can finance the following types of projects.

- a) Construction of structures/facilities (i.e. construction of a school building, construction of a water tank, etc.)
- b) Provision of equipment and materials (i.e. medical equipment for a health centre, training equipment/materials for a vocational school etc.)
- c) Technical or educational training/workshops to complement the above a) and/or b) activities (i.e. technical training for the use of provided equipment/materials, etc.); However, projects which target only training/ workshops cannot be funded by GGP.

Please refer to “6. Items NOT Considered for GGP Support” to check what other projects/items that GGP cannot support.

#### 4. Eligible Recipients -----

Any non-profit organisation with 1) a minimum of two (2) years of experience in implementing development projects at a grassroots level, 2) full-time paid staff and 3) legal status is eligible to apply for GGP. Please refer to “5. Conditions for Accesssing GGP Grants” for further explanation as well as other conditions that should be considered when applying.

#### <Examples of Eligible and non-Eligible Recipients>

Eligible Recipients	NOT Eligible
<ul style="list-style-type: none"><li>- International or local NGOs</li><li>- CBOs</li><li>- Medical Institutions</li><li>- Educational institutions (e.g., Government-aided primary/secondary schools)</li><li>- Local authorities/governments</li></ul>	<ul style="list-style-type: none"><li>- Individuals</li><li>- Private companies (including private schools)</li><li>- Higher educational institutions (including research institutions)</li><li>- Institutions directly related to the central government</li></ul>

\* International organisations can be supported only in cases where the organisation is the only one implementing such a project in a given area, such as support for an IDP Camp.

\* Applicants with similar interests/characteristics but with less capacity can be represented by a higher institution (i.e. local government).

#### 5. Conditions for Accesssing GGP Grants -----

1) Legal Status:

The applicant organisation is required to have registered with NGO authorities/board or any other relevant authority (e.g., EMIS, MOH, local government) and should be running some activities.

2) Experience, Performance, and Capacity:

The applicant organisation should have demonstrated capacity and experience with competent and experienced staff to implement the proposed project. Annual reports and accounts reports for the last two (2) years are requested as part of application materials for GGP.

3) Project Scope and Feasibility:

The proposed project must be within the GGP areas, and the applicant is required to have done relevant preliminary activities (i.e. baseline survey, feasibility studies, situational analysis, etc.).

4) Sustainability:

The proposed project should have a clear strategy for continuation during and after the implementation period funded by the GGP.

5) Contributions from the Applicant:

Applicants are strongly encouraged to demonstrate their contribution plan to the project, either in terms of finance, labour, materials, or any other possible form.

## **6. Items NOT Considered for GGP Support**-----

Applicants should note that GGP cannot finance the following items mainly because of the difficulty of keeping track of them or out of GGP's scope. Please note that GGP does not cater for any form of taxes, administrative, or running/utility costs (including initial start-up costs) of the organisation.

- Recurrent and administrative costs of the organisations (i.e. staff salaries, office consumables, rent and utilities, bank charges, etc.)
- Set-up cost of administrative offices (i.e. computers, furniture, etc.)
- Running and maintenance costs of facilities and equipment
- Capacity building for the organisations (i.e. training staff in different skills, course participation within or outside the country, etc.)
- Meals, accommodation and participants' allowances for training/ workshops
- Conferences and seminars
- Scholarship and tuition fees
- Land and properties
- Research and/or project conceptualisation
- Consumables (i.e. food, clothes, stationeries, etc.)
- Electronic devices (i.e. computers, phones, network devices, etc.), vehicles, motorcycles and books
- Any items that are to benefit specific individuals or organisational members only and not the whole community
- **Any form of tax, whether VAT, withholding tax, Customs duty, Development tax, etc.**

\*All projects require an external audit to be carried out. The fee for hiring an external auditor can be covered by GGP as long as it is exclusively for the project.

## **7. Amount of Grant**-----

The GGP grant is provided after an assessment and evaluation of each application on an annual project-by-project basis.

The amount of GGP grant, which bases itself on one-time, single-year financing, generally does not exceed 10,000,000 Japanese Yen (approximately US\$72,000 with the exchange rate of USD/JPY=139, please note that the exchange rate will fluctuate). If any additional cost occurs in the implementation process due to variation in exchange rates and/or unexpected conditions, it must be covered by the grantee. The Government of Japan does not add any extra funds.

**The Embassy of Japan reserves the right to claim a refund of the grant if it is used for any purpose other than execution of the intended project or if the grantee fails to complete the project within the time frame set in the contract.**

## **8. How to Apply**-----

First and foremost, an applicant is requested to understand fully the regulations and requirements set under the GGP scheme. The concept paper must be typed, printed, signed and submitted in hard copy.

The Embassy calls for new concept papers throughout the year, but the selection is made twice a year, with close dates on **15<sup>th</sup> February** and **31<sup>st</sup> July**. Official notification as to whether concept papers have passed the initial screening will be given by e-mail approximately three (3) months after each close date.

An eligible applicant organisation should submit the concept paper to:

GGP section, Embassy of Japan  
Plot. 8, Kyadondo Rd. Nakasero  
P. O. Box 23553, Kampala, Uganda  
Tel: 0312-261564/5/6

<Notes>

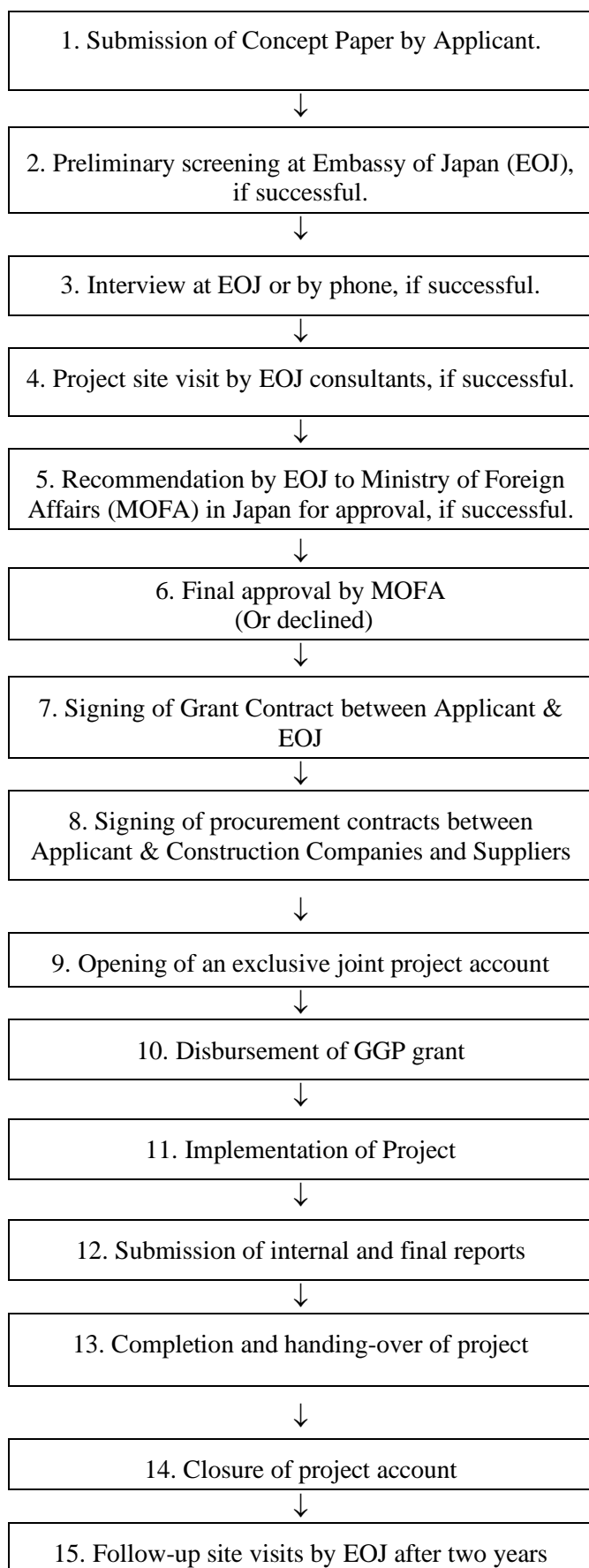
- \*Please make sure to indicate a valid e-mail address through which you can be contacted.
- \*It is recommended that the concept papers should not exceed five (5) pages.
- \*Organisations can reapply for GGP by submitting another concept paper.

Below are the most common reasons for an application to be rejected.

- Organisational capacity is too weak (i.e. limited staff/ experience/ financial status)
- The project consists only of soft components such as seminars, training, or capacity-building
- Concept Paper is incomplete (i.e. required information is missing/ handwritten/ not using GGP format)
- Applicant is not eligible for GGP (i.e. private schools/ institutions/ no past experience)

Enquiries can be made by phone at the numbers above or by e-mail at [ggp@kp.mofa.go.jp](mailto:ggp@kp.mofa.go.jp).

## 9. Flow Chart of GGP Process -----



Close dates for submission:  
**15th February** and **31st July**.  
Around 3 months after each close date.

Time frame towards the recommendation depends on how well and fast the organisation presents the necessary information to the Embassy.

A grantee is obliged to submit:

- \* Progress/interim report within 6 months after G/C signing;
- \* Final report and an external auditor's report upon project completion;
- \* Receipts for all the payments made for the project.

**Notice:**

There are fictitious announcements that are being circulated through e-mail messages concerning our grant assistance projects. The purpose of such fraudulent activity is to deceive the applicants and convince them to send a “registration/field trip/site visit/assessment/other fee” prior to “approving the project”. Since logos, emblems, forms, names and addresses are publicly available and can be easily copied or reproduced, applicants are strongly advised to take particular care in e-mails and telephone communication asking for any kind of fees. **The Embassy of Japan does not charge any money during the assessment and selection processes.** If you believe that you became a victim of such fraud, you may wish to report it to local law enforcement authorities for appropriate action.