

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

* Concept Papers must be submitted in **hard copies** and **only once**. Concept Papers submitted through email are not accepted.

UGANDA



JAPAN

Embassy of Japan in the Republic of Uganda

Basic Facts and Procedures of GGP

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 2019, GGP has been implemented in 141 countries and territories all over the world.

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

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.

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 use of provided equipment/materials, etc.); However, projects which targets only training/ workshops cannot be funded by GGP.

Eligible Recipients

- Any non-profit organisation, which has 1) a minimum of two (2) years of experience in implementing development projects at a grassroots level, 2) full-time paid staff, and 3) track record in handling at least 50% of requested funds is eligible to apply for GGP.
- Individuals and private companies including private schools are not eligible. Projects requesting initial start-up or running costs are not eligible.
- Potential GGP recipients are international or local NGOs, CBOs, medical institutions, educational institutions and local authorities/governments. Institutions directly

related to the central government are not eligible. 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.

- CBOs and NGOs must be registered with the National Board for Non-Government Organisations or local authorities/governments.
- Applicants with similar interests/characteristics but with less capacity can be represented by a higher institution (i.e. local government).

Conditions for Accessing GGP Grants-----

1. Legal Status:

The applicant organisation is required to have registered with NGO authorities/board or with any other relevant authority 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 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.) Project items for support from GGP should not include administrative expenses of the organisation.

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 plan of contribution to the project, either in terms of finance, labour, materials, or any other possible form.

6. Taxation, administrative and running costs

GGP does not cater for any form of taxes, administrative, or running/utility costs of the organization.

Items NOT Considered for GGP Support-----

Applicants should note that the following budget items cannot be financed by GGP.

- 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 equipments
- 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 trainings/ workshops
- Conferences and seminars
- Scholarship, tuition fees
- Land and properties

- Research and/or project conceptualisation
- Consumables (i.e. food, cloths, stationeries, etc.)
- Any items that are to benefit specific individuals or organizational members only and not the whole community.
- Items such as electronic devices (i.e. computers, phones, internet devices, etc.), vehicles, motorcycles and books.
- **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.

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

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

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\$100,000 depending on exchange rates). 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.

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 out, signed and submitted in hard copy.

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

The Embassy calls for new concept papers throughout the year, but the selection is done twice a year with close dates on **31st January** and **30th June**. Official notification as to whether concept papers have passed the initial screening will be given by email approximately 3 months after each close date.

*Please make sure to indicate a valid email address through which you can be contacted.

Enquiries can be made on phone at the numbers above or by e-mail at ggp@kp.mofa.go.jp (**Concept Papers sent through email are not accepted**).

Flow Chart of GGP Process -----



Close dates for submission:
31st January and **30th June**.
Around 3 months after each close date.

Time frame towards the recommendation depends on how well and fast the organization 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 email 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 emails 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.