

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

* Concept Paper must be submitted in **hard copies**.

UGANDA



JAPAN

Embassy of Japan in the Republic of Uganda

Updated on 18 November, 2024

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 2024, GGP has been implemented in 141 countries and regions all over the world. Since the first GGP project in Uganda was signed in 1992, 291 projects have been implemented as of November 2024.

2. Areas of Projects

Any project geared towards the improved welfare for the grassroots is considered for financing under GGP. It is preferable, however, that projects fit into one of the areas below. In addition, projects to support the most vulnerable groups, such as women, children, and persons with disabilities, are given high priority in the selection process.

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

3. Types of Projects

The GGP scheme can finance the following types of projects.

- a) Construction of structures/facilities (e.g. construction of a school building, construction of a water harvesting tank, etc.)
- b) Provision of equipment and materials (e.g. medical equipment for a health centre, training equipment/materials for a vocational school, etc.)

Soft components such as technical and educational training/workshops that complement the above a) and/or b) activities may also be considered in part, while focusing on facility construction and equipment procurement. (e.g. technical training for the use of provided equipment/materials, educational programmes in aim to maximize the impact of intervention by increased community awareness with respect to the physical component, etc.)

However, the projects which only consist of soft component activities cannot be funded by GGP.

* Refer to “5. Items NOT Considered for GGP Support” for the full list of projects/items which cannot be funded by GGP.

4. Eligible Recipients -----

Any non-profit organisation that meets the following criteria is eligible to apply for GGP: 1) a minimum of two (2) years of experience in implementing development projects at the grassroots level, 2) full-time paid staff and 3) valid legal status.

* Refer to “8. Screening Criteria” 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"> - International or local NGOs - CBOs - Medical organisations (e.g., health centres) - Educational organisations (e.g., Government-aided primary/secondary schools) - Cooperatives - Local authorities/governments | <ul style="list-style-type: none"> - Individuals - Private companies (including private schools) - Higher educational organisations (including research institutions and universities) - Organisations directly related to the central government |

* International organisations can be supported only in the case where the organisation is the only implementing body of a project to address the theme/topic of concern in a given area.

* Applicants with similar interests/characteristics but with less capacity can be represented by a higher organisation (e.g. local government, NGO, etc.).

* Applications cannot be submitted under the joint names of more than one organisation. If two or more organisations are collaborating to implement a project, one of them should be the applicant organisation for the project and submit the documents.

5. Items NOT Considered for GGP Support -----

It must be noted that GGP is unable to finance the following items, primarily due to difficulties in tracking them or because they are outside the scope of GGP. GGP does not cover any taxes, administrative expenses, operational costs, or utility charges (including initial start-up costs) incurred by the organisation.

- Recurrent and administrative expenses of the organisations (e.g. staff salaries, office consumables, rent and utilities, bank charges, etc.)
- Set-up cost of administrative offices (e.g. computers, furniture, etc.)
- Operational and maintenance costs of facilities and equipment

- Capacity building for the organisations (e.g. 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 (e.g. food, clothes, stationeries, etc.)
- Electronic devices (e.g. computers, phones, network devices, etc.), 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 external audits 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. Please obtain estimates for external audit costs and include them in “The GGP/KUSANONE Budget” part of “ (9) Estimated Cost of the Project” in the concept paper.

6. Application and Approval Process -----

First of all, applicants are requested to fully understand the regulations and requirements of the GGP scheme.

Concept papers are accepted throughout the year, however, selections are made twice a year, with deadlines on **15th February and 15th July respectively**. The selection process by the Embassy of Japan in Uganda begins after each application deadline (15th February and 15th July respectively) and takes at least six months before grant approval is finalized.

Official notification of results will be given after the selection. All applicants will receive official results via email, and we kindly request your patience until you receive official communication from the Embassy of Japan in Uganda.

An applicant is requested to:

1. Download the GGP Guideline from the link below and read it thoroughly to gain a comprehensive understanding of the GGP scheme and its selection process.
2. Ensure that all required information is accurately completed in the Concept Paper. The Concept Paper Format is available for download at the link below (failure to provide all necessary information will result in automatic disqualification).
3. Ensure that all required documents are attached upon submission.
4. Submit a Concept Paper to the Embassy of Japan in Uganda by postal service or in person by leaving them with the security team at the embassy gate during office hours. The concept paper must be typed, printed, signed and submitted as a hard copy.

An eligible applicant organisation should submit the concept paper to:

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

- * Please ensure 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.

7. Required supporting documents to Concept Paper -----

- Engineering / architectural drawing approved by Local Government Engineer
- Description of the budget (e.g. bill of quantity) from Local Government Engineer
- Photos which describe the current state of the issue of concern
- Organisation profile
- Organisation registration certificate
- Organisation annual report for the most recent two (2) years
- Organisation financial report for the most recent two (2) years
- Organisation recent bank statement
- Site map of the proposed construction site (not location map of the project site)
- Recommendation letter from the relevant governmental ministries/institutions

8. Screening Criteria -----

- 1) Legal Status:
Applicant organisation must be registered with the relevant authority, such as an NGO board, governing body, or other relevant authorities (e.g., EMIS, MOH, local government), and have been carrying out some activities for at least 2 years.
- 2) Experience, Performance, and Capacity:
Applicant organisation must demonstrate that it has the capacity and experience to implement the proposed project and that it has competent and experienced staff.
- 3) Project Scope and Feasibility:
Proposed projects should preferably align with one of the GGP's focus areas and meet the conditions outlined in the guidelines, with a realistic and achievable scope. Applicant organisation is also required to have conducted relevant preliminary activities (e.g. baseline surveys, feasibility studies, situational analyses, etc.).

- 4) Relevance:
Proposed projects should address urgent and essential needs, and its objectives should align with the priorities and needs of Uganda, the target community, and the beneficiaries.
- 5) Sustainability:
Proposed projects should demonstrate a clear implementation strategy that is feasible and sustainable both operationally and financially, during and after project implementation (e.g. maintenance and effective utilization plans for the facilities and items to be provided, programs for vocational school, etc.). The benefits of the granted items should remain sustainable in the long term.
- 6) Impact:
Proposed projects should aim to have a significant impact in addressing the challenges faced by the beneficiaries. It is recommended that the need and urgency of the project should be demonstrated with specific figures, comparing it to other situations.
- 7) Contributions from the Applicant:
Applicant organisations are expected to actively contribute to the project to enhance the impact of the granted items, as items granted under the GGP project will be owned by the applicant organisation. Accordingly, applicant organisations are strongly encouraged to present plans to contribute to the project in the form of funds, labor, materials, or other possible forms. (e.g. soft components such as technical and educational training/workshops, additional equipment, etc.).

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

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

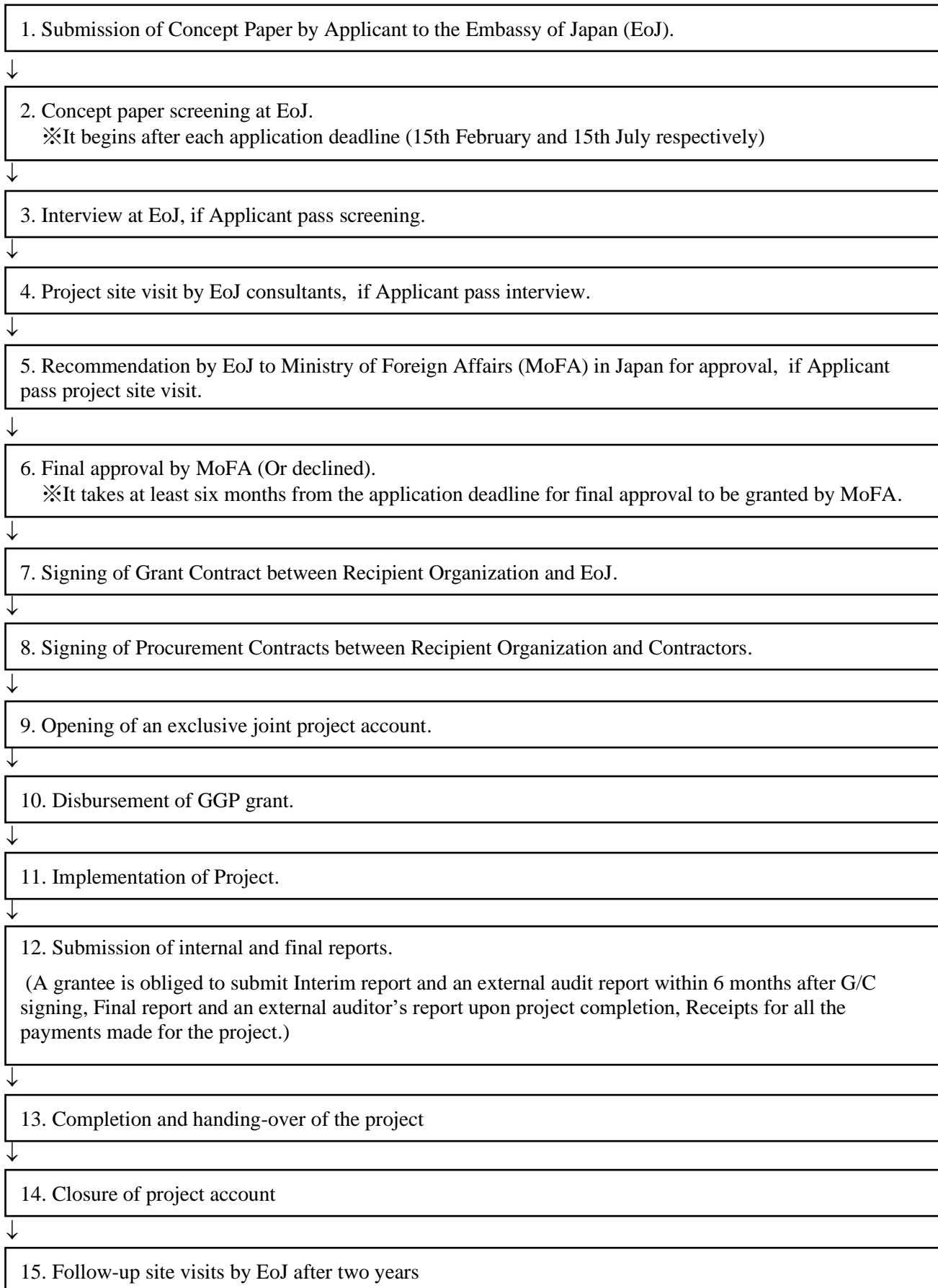
9. Available Funds -----

After all application and approval processes are completed, the recipient organization of the GGP funds will be officially determined. GGP funds will be provided to the recipient organization after the grant contract is signed.

The amount of GGP grant, which bases itself on one-time, single-year financing, generally does not exceed 10,000,000 Japanese Yen (approximately USD65,291 with the exchange rate of USD/JPY=153.16 (25/10/2024), please note that the exchange rate will fluctuate). If any additional cost is incurred during the implementation process due to variation in exchange rates and/or unexpected conditions, it must be covered by the recipient organization. The Government of Japan does not provide any additional 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.

10. Flow Chart of GGP Process



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.

11. Contact-----

For any inquiries, please contact us by phone at 0312 261564/5/6 or via e-mail at ggp@kp.mofa.go.jp.