

※Caution: All names of places, people and schools in this Concept Paper Example are examples. When actually filling in the form, please provide the actual, correct ones according to the project description.

**APPLICATION FORM FOR  
JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS  
(THE GGP/KUSANONE)**

<b>1. General information of the applicant</b>				
(1) Date of application	1/11/2024			
(2) Name of the applicant organization	GGP school			
(3) Year of establishment	1995			
(4) Contact person	Name	TOKYO Hanako		
	Title	Head teacher		
	Phone	077 222 333		
	E-mail	ggp@gmail.com		
(5) Type of the applicant	<i>If you are a government aided organisation, please indicate so in parentheses.</i>			
	<input type="checkbox"/> National NGO	<input type="checkbox"/> Local NGO/CBO	<input type="checkbox"/> International NGO	<input type="checkbox"/> Local government
	<input type="checkbox"/> Medical organisation ( )	<input checked="" type="checkbox"/> Educational organisation (Government aided Primary School)		
	<input type="checkbox"/> Agricultural organisation ( )			
	<input type="checkbox"/> International organisation	<input type="checkbox"/> Other ( )		
(6) Personnel	<i>Please include also the number of staff, members, their job descriptions, etc.</i>			
	Total:34			
	Detail: 20 Teaching staff (15 government paid, 5 PTA paid) / 14 Non teaching staff (Matron : 6, Cleaner : 3, Cooker : 3, Security : 2)			
(7) Main activities	<i>Please describe the activities of your organization.</i>			
	Give holistic education to pupils between P1 to P7			
(8) Previous projects implemented and the source of fund (up to 3 projects in chronological order)	<i>If you have experience in implementing projects similar to the one applying to GGP, please list them in priority order.</i>			
Year	Name of Donor	Item	Grant Amount	Contacts
2000	The Ministry of Education	Construction of a 2-classroom block	75,000USD	077 888 888, moh@gmail.com
2024	TOKYO NGO	Provision of 60 three seater desks	12,540,000UGX	077 777 777, tokyongo@gmail.com
(9) Relationship with Japanese organisations (if any)	<i>Please describe the relationship.</i>			
	We accepted one JICA volunteer for PE class from October 28, 2024 to October 27, 2026.			

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<b>2. Project</b>		
(1) Title of the project <i>Please write the Title of the Project as shown in the Concept Paper Example on the website.</i>		
The Project for the Construction of a girls dormitory at GGP school in Osaka district		
(2) Estimated budget <i>Both USD and UGX</i>	<b>USD <u>100,000</u></b>	<b>UGX <u>367,938,305</u></b>
(3) Project site(s)	Region	<input type="checkbox"/> Northern <input type="checkbox"/> Eastern <input type="checkbox"/> Western <input checked="" type="checkbox"/> Central
	District	Wakiso
	Sub County	Kakiri
	Address (Including street number, Road and Village)	Plot 8, Kyadondo Road, Nakasero
	Google Map Pin	<a href="https://maps.app.goo.gl/PQxF6XshYkiuvw929">https://maps.app.goo.gl/PQxF6XshYkiuvw929</a>
(4) Collaboration with other organizations	(TOKYO NGO will provide training in menstrual hygiene and reproductive health for students) <i>Please list the name of the organisation in parentheses if you have a plan to collaborate with other organisation(s) for the implementation of this project.</i>	
(5) Background of the project	<input type="checkbox"/> <i>Please check the box on the left if you attach additional supporting documents for reference.</i>	
<i>(1. Economic and social situation in the target region)</i>		
Nakasero village is located in the North of Wakiso District. This village is one of the most educationally vulnerable villages. According to the National Census in 2024, 30% of the population is illiterate and 50% of the children are out of school due to poverty and the proportion is increasing year by year in accordance with population growth. It is very important not only for the community but also for the Wakiso District Government to improve the learning environment. In fact, this is one of the key measures in the District's Five-Year Plan.		
<i>(2. Development challenges faced by the project target population and problems caused by the lack of the requested granted items.)</i>		
Currently, there are 400 girls enrolled in the GGP school, 260 of whom are boarding students, and the number of applicants for boarding is increasing each year to prevent the negative effects of rape, early pregnancy, abortion, long-distance schooling, kidnapping, and dropping out of school. These dangers surrounding the girls result in an average of 50 dropouts per year (2021:56 girls, 2022:49 girls, 2023:45girls) and parents are concerned about sending them to this school. The current maximum capacity of the dormitory is 100 students, but since there are 260 girls, 200 girls share 1 bed with another girl, while the remaining 60 girls sleep in dilapidated classrooms. Since there are no toilets in the dormitory or in the classrooms, the girls have to use a toilet 200 meters away from the facilities, even at night; 260 girls share two latrines, which is against the national standard ratio of 25:1 (MoES, 2024).		
<i>(3. Initiatives by the applicant to address the challenges above. Please indicate why you are still unable to resolve the problems on your own even after addressing them and why you need assistance of the GGP/KUSANONE.)</i>		
This is not a favorable situation for the girls, and we have collected money from the PTA to address the		

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problem. In the Kakiri subcounty, a poor area where 70% of residents live on less than \$1.9, PTA contribution alone is not enough to finance large-scale construction work. Even worse, there was an emergency situation where the classroom roofs were rusted and falling apart and leaking, and we have decided to use the funds we have collected to repair them. We have also submitted a request to the Wakiso district, but there is currently no budget allocated for this school because the budget is allocated for the construction of a new school in another subgroup where there is no school. Therefore, we are still short of funds for the construction of a new girls' dormitory.

(6) Areas of projects and estimated number of beneficiaries \*Fill in the blanks.

<p><b>(Education Project)</b></p> <p>Total number of classrooms: ...7.....</p> <p>Current number of students: ...820.....</p> <p>Number of students in recent three years</p> <p>Year: ...2023... No. of Students ...790...</p> <p>Year: ...2022... No. of Students ...770...</p> <p>Year: ...2021... No. of Students ...740...</p> <p>Distance from the nearest school.....50...km</p>	<p><b>(Health Project)</b></p> <p>Catchment population: .....</p> <p>Number of patients in recent three months</p> <p>Month: ..... No. of Patients .....</p> <p>Month: ..... No. of Patients .....</p> <p>Month: ..... No. of Patients .....</p> <p>Distance from the nearest health facility .....km</p> <p>Level of the medical institution: ..... level</p>
<p><b>(Water Project)</b></p> <p>Estimated number of beneficiaries:.....</p> <p>Access rate of the safe water in the project area: .....%</p> <p>National rank of the safe water access : .....</p> <p>Distance from the nearest water source (average) .....km</p>	<p><b>(Economic Strengthening Project)</b></p> <p>Estimated number of beneficiaries: .....</p> <p>Description of the beneficiaries</p> <p>.....</p> <p>.....</p>
<p><b>(Agriculture Project)</b></p> <p>Estimated number of beneficiaries: .....</p> <p>Description of the beneficiaries</p> <p>.....</p> <p>.....</p>	<p><b>(Other Project)</b></p> <p>Estimated number of beneficiaries: .....</p> <p>Description of the beneficiaries</p> <p>.....</p> <p>.....</p>

(7) Objectives of the project

- Provide a safe and sanitary dormitory environment for girls
- Protect girls from crimes represented by sexual assault and reduce the number of dropouts
- Improve the academic performance

(8) Expected outcome of the project (*both direct and indirect*)

- 1. Direct**
- 260 Girls who are boarding students at GGP school can secure beds in the dormitory and share latrines with an appropriate number of girls consistent with national standards (25:1).
- 2. Indirect**
- 240 caregivers of the 260 girls can send their children to the school safely.
  - GGP school can gets more Div1 level students per year.
  - 400 Girls who are at GGP school can share latrines with an appropriate number of girls in line with national

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standards(25:1).

(9) Estimated cost of the project

To the greatest extent possible, please submit estimates/quotations from district or civil engineer for each item to be covered by the GGP/KUSANONE. If not possible, please provide reasons. As for equipment, please specify the type and its manufacturer.

**【The GGP/KUSANONE Budget】** Please write the Item as shown in the Concept Paper Example on the website

Item by facility/activity	Unit Price	Quantity	Total Price	Note
Girls dormitory for 200 girls	XX	1	XXXX UGX	60 of the 260 boarders will use the current dormitory.
Shower and latrine block	XX	2	XXXX UGX	5 stances each
Double-decker bed	XX	100	XXXX UGX	
External audit	XX	1	XXXX UGX	
<b>Total (UGX)</b>			<b>XXXX UGX</b>	

**【Recipient Organization's Budget】** Please write the Item as shown in the Concept Paper Example on the website

Item by facility/activity	Unit Price	Quantity	Total Price	Note
Land		1	XXXX UGX	
Memorial Plaque	XX	1	XXXX UGX	
<b>Total (UGX)</b>			<b>XXXX UGX</b>	

(10) Implementation, Operation and Maintenance Plan

The school has experiences in constructing classroom buildings with Ministry of Education and Sports (refer to section 1(8)) and will maintain the project using the same methods utilized at this time. See below for more details.

**During the construction period,**

- Construction work will be completed by a contractor authorized by the school and the Embassy of Japan.
- The district engineer will visit the school to check the site as needed.
- The Headteacher will lead the project on behalf of GGP school, communicate with stakeholders and report regularly to the Japanese Embassy on the progress of the project.
- The Headteacher, together with 1 teacher and 1 school administrator, will form a team to manage this project, and the project team will support the Head teacher on a daily basis.
- School management (Headteacher, School administrator and the chairperson of the school board) will review the site and oversee the project.
- If there is an unexpected funding shortfall happens, a UPE grant from the government appropriate for the maintenance of school facilities will be utilized. Each term, the school receives approximately 60.73 million UGX in UPE grants, of which 10-20% is saved for emergencies. Details of the amount set aside are included

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in the financial report.

**After the construction,**

- 2 matrons will be hired to look after the girls and the dormitory on a daily basis. The PTA will pay for this expense and the PTA agrees to this.
- The girls, who are boarders, will clean the dormitory on a daily basis.
- School administrator will check on the facility monthly basis and report to the Headteacher. If there are any defects, the administrator will repair them together with a local technician. Repair costs will be covered by the contribution from parents (10,000 UGX per student per term). The PTA has agreed to collect an additional 2,000 UGX for GGP maintenance fee if the GGP is granted.

(11) Duration of the project

From 3/2025 to 3/2026 (12 months)

*In principle, the Project should be completed within one (1) year after the contract date*

**Required supporting documents to this application form** *(Please ensure that all required documents are attached.)*

- Engineering/architectural drawing approved by the 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
- Organization profile
- Organization registration certificate
- Organization annual report for the most recent two (2) years
- Organization financial report for the most recent two (2) years
- Organization 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

I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.

11 18, 2024

(Month) (Day), (Year)

TOKYO Hanako

(Name of Person in Charge)

Headteacher

(Title)

GGP school

(Name of Organization)

Hanako

(Signature)

**\*It is recommended that the length of the concept paper should not exceed five (5) pages.**