GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP) GUIDELINES

UGANDA



JAPAN

Embassy of Japan in the Republic of Uganda

Updated on 11 November 2026

Basic Facts and Procedures of GGP

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

Established in 1989, the Grant Assistance for Grassroots Human Security Projects (GGP) has been providing financial assistance to non-profit, development-oriented organisations to implement community development projects which directly benefit those at the grassroots level. As of 2026, GGP has been implemented in 141 countries and regions worldwide. Since the first GGP project in Uganda was signed in 1992, 296 projects have been implemented as of June 2026.

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

Projects should support grassroots development and preferably align with the following priority areas:

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

3. Items Considered for GGP Support ----------

The GGP scheme finances 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, etc.)

Soft components (e.g., training.) may be included only when they complement the above. **Projects which only consist of soft component activities cannot be funded by GGP.**

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.

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

GGP does not fund:

- Administrative and operational costs (e.g. salaries, rent, utilities)
- Capacity building activities not directly related to the project (e.g. training staff members in organizational management skills, etc.)
- Consumables and personal-use items (e.g., meals, accommodation, clothes, etc.)
- Conferences and seminars
- Scholarship and tuition fees

- Land and properties
- Research and/or project conceptualisation
- Small-scale equipment that has a potential of personal usage (e.g., sewing machines, agricultural tools, etc.)
- Electronic devices (e.g. computers, phones, network devices, etc.), motorcycles, and books
- **Any form of tax, whether VAT, withholding tax, Customs duty, Development tax, etc.**

5. Eligible Recipients ----------

Eligible applicants must :
1) Be registered with a relevant authority (e.g., NGO board, EMIS, MoH, local government) for at least 2 years
2) Employ at least one full-time paid staff member
3) Have a 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
- International, National, or Local NGOs - CBOs - Medical organisations (e.g., health centres) - Educational organisations (e.g., Government-aided primary/secondary schools) - Cooperatives - Local authorities/governments	- Individuals - Private companies (including private schools) - Higher educational organisations (including research institutions and universities) - Organisations directly related to the central government

* Applicants with similar interests/characteristics but with less capacity can be represented by a higher organisation (e.g. local government, International/National/Local NGOs, 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.

* Each applicant organisation may apply for only one project per funding cycle. Multiple applications from the same organisation will not be accepted.

6. Application and Approval Process ----------

Concept papers are accepted year-round. However, selections are made twice a year, with deadlines on **15th February and 15th June respectively**. Official notification of results will be given after the selection via email.

The applicant must:

1. Submit **the Concept Paper**[*1] and **required supporting documents**[*2] to the Embassy of Japan in Uganda by email (ggp@kp.mofa.go.jp), postal service, or in person by leaving them with the security team at the embassy gate during office hours. If submitted by postal service or in-person, the concept paper must be typed, printed, signed and submitted as a hard copy.
2. Fill out the Application Form that can be accessed through https://www.ug.emb-japan.go.jp/itpr_en/ggp_en.html.

*1 Please use the Concept Paper Format that is available for download under "3. Links" in https://www.ug.emb-japan.go.jp/itpr_en/ggp_en.html (failure to provide all necessary information will result in automatic disqualification). **Applicants not using the format will not be eligible**. The concept paper **must not exceed five (5) pages.**

*2 Refer to "7. Required supporting documents to the Concept Paper".

If submitting a hard copy, applicants 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
Email: ggp@kp.mofa.go.jp

<Notes>
* Please ensure to indicate a valid e-mail address through which you can be contacted.
* Organisations can reapply for GGP by submitting another concept paper.

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

☐ Engineering / architectural drawing
☐ Description of the budget (e.g. bill of quantity)
☐ Photos that describe the current state of the issue of concern
☐ The Organisation's registration certificate
☐ The Organisation's annual report for the past two (2) years
☐ The Organisation's financial report for the past two (2) years
☐ The Organisation's bank statement for the most recent three (3) months
☐ A detailed site map of the proposed construction site (not a general location map)
☐ Recommendation letter from relevant governmental ministries/institutions

8. Screening Criteria----------

1) Legal Status:
The applicant organisation must be registered with a relevant authority, such as the NGO board, governing body, or other relevant authorities (e.g., EMIS, MoH, local government), and have been operating for at least 2 years.

2) Experience, Performance, and Capacity:
The applicant organisation must demonstrate that it has the capacity and experience to implement the proposed project and that it has competent and experienced staff members.

3) Project Scope and Feasibility:
Proposed projects should be feasible and preferably align with one of the GGP's focus areas and meet the conditions outlined in the guidelines. Applicants conducting relevant preliminary activities for their proposed project (e.g. baseline surveys, feasibility studies, situational analyses, etc.) will be considered an advantage.

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 encouraged 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. More specifically, applicant organisations are strongly encouraged to present plans to contribute to the project in the form of funds, labour, materials, or other possible forms. (e.g. soft components such as technical and educational training/workshops, additional equipment, etc.).

9. Available Funds ----------

The amount of GGP grant generally does not exceed approximately USD100,000. If any additional cost is incurred during the implementation process, 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 timeframe set in the contract.

10. Flow Chart of GGP Process ----------

1. Submission of the application form, concept paper, and supporting documents.

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2. Concept paper screening.

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3. Interview at the Embassy of Japan (EoJ), if the applicant passes the concept paper screening.

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4. Project site visit by EoJ consultants, if the applicant passes the interview.

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5. Recommendation by EoJ to Ministry of Foreign Affairs (MoFA) in Japan for approval, if the applicant passes the project site visit.

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6. Final approval by MoFA.
   * It takes 6-8 months from the application deadline for the final approval by MoFA.

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7. Signing of Grant Contract between the Recipient Organization and EoJ.

Notice:
There have been reports of fraudulent emails circulating 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.