

# APPLICATION FORM

for

## 2015

## GENERAL

### **IMPORTANT INFORMATION**

**Please ensure that you have read through the GGP Information Sheet  
before completing the application form**

#### **CLOSING DATE:**

We will only accept applications which are postmarked or hand delivered on or before:

**Friday 30<sup>th</sup> January 2015**

**Country Name:**

---

**Province:**

---

**Municipality & Town:**

---

**Institution Name:**

---

**Year founded:**

---

**Contact Person:**

---

**Telephone Number:**

---

**E-mail Address:**

---

**Requested Amount:**

---

*(Please indicate an exact amount based on the lowest of your 3 quotations)*

**What are you requesting the funding for?**

---

---

---

## **General Information**

1. Kindly ensure that you have the correct application form, as there are specific forms for various sectors. If you have received a copy of an application form from a third party and are not sure whether you have the correct form, please contact the Embassy for verification.
2. Read all questions and requirements carefully before completing the application form.
3. All questions must be completed properly and in full. Incomplete applications will be automatically declined.
4. Answers may be hand written or typed. If hand written, please write neatly and clearly. Illegible applications will not be considered and will be automatically declined.
5. Ensure that all information provided is correct. Applications containing false information will be automatically declined.
6. Ensure that you have made a copy of your application, including the quotations and attachments, as applications are sometimes lost in the post. Please note that faxed or e-mailed application forms will NOT be accepted.
7. Ensure you have attached all required information to your application and ticked it off on the checklist on page 3. Incomplete applications according to the checklist will automatically be declined.
8. Make sure you clearly indicate the exact total amount of your request, according to your submitted quotations.
9. The Embassy will NOT fax application forms to any organisation. Application forms will be posted or downloaded electronically on the website provided below.
10. Contact the Embassy if you have any queries or require assistance completing the application.
11. Due to the large number of applications, only projects that have been shortlisted shall be contacted.
12. The Embassy reserves the right to approve or decline any application at its sole discretion and no correspondence shall be entered into.

## **Additional Information**

1. Please note that due to the large number of applications received during the year, it is not always possible to respond to your application immediately or acknowledge receipt thereof. You will be contacted by telephone or mail if we need additional information in order to consider your proposal.
2. Make sure that the total cost remains within the budget: Our maximum budget for one project is R850,000. You need to make sure when obtaining the quotations from the suppliers and builders, that the total costs do not exceed R850,000, if it does, reduce the number of classrooms / items and obtain new quotations. Please bear in mind that we cannot assist projects exceeding our budget and such applications will be declined automatically. Should the members of the community contribute the balance, then we request proof of that fact, e.g. copy of the bank account statement and a sworn affidavit that the money will be made available. Although contributions are not essential from the community, for projects less than R 850,000, we encourage and welcome such efforts by the community.
3. The Embassy does not fund facilities that are incomplete or that are currently under construction.

✓ **Check List:** *Please make sure that you attach ALL the necessary documentation and put a tick in the box provided to indicate what you have included.*

- ☐ Three Quotations from three different contractors/suppliers
- ☐ Three audit quotations for the project from three different auditors
- ☐ An NPO Certificate
- ☐ Your latest three years auditor's reports
- ☐ A list of board members including their full names, contact details and certified copy of their ID document
- ☐ A letter promising to maintain the project by your own budget
- ☐ A letter explaining how you will cover any excess costs should they be incurred
- ☐ A letter promising to cover all bank service charges
- ☐ A letter promising to cover the Value Added Tax (VAT) by applicant or designated party
- ☐ A letter from the relevant Government Department supporting your request
- ☐ A map indicating the location of your project
- ☐ A project implementation plan with monthly schedule
- ☐ Proof of address (i.e. a copy of your most recent utility account)
- ☐ A bank statement for the last three months

**+ Construction project requests should include:**

- ☐ A floor plan
- ☐ An appropriate cidb certificate\* from each contractor (or equivalent for SADC countries) verifying professional accredited registration
- ☐ A tax clearance certificate from each contractor
- ☐ A letter from the relevant Government Department(s) promising to provide additional items should it be necessary
- ☐ A diagram that shows the existing buildings and the foreseen situation after construction is complete (refer to page 9)
- ☐ A certified copy of the title deed proving that you have ownership of the land

**+ Converted Vehicle project requests should include:**

- ☐ A conversion of design of the vehicle
- ☐ A letter guaranteeing to cover all related costs including the hiring of a trained driver, recording the driving plan and activities, purchasing car insurance and other necessary action for at least 5 years

- ☐ A letter confirming utilisation of the vehicle solely for its prescribed purpose and parking in a safe place (such as a secure compound)

***+ Specialised Equipment project requests should include:***

- ☐ A letter guaranteeing to cover all related costs including the maintenance and insurance etc of equipment for at least 5 years

\* To locate a contractor with a cidb certificate in your region you can conduct a search on the cidb website at: <http://registers.cidb.org.za/reports/contractorlisting.asp> or contact them by phone. Tel: +27 12 482 7200

## 1. ***APPLICANT'S DETAILS***

(1.1) Name of organisation: \_\_\_\_\_

(1.2) Category: (underline one):

\*Government funded, Private funded (including community based or NPO funded)

(1.3.1) Physical addresses (Head/ Main Office):

\_\_\_\_\_  
\_\_\_\_\_  
Postal code: \_\_\_\_\_  
Province: \_\_\_\_\_

(1.3.2) Street Address of Project Location (if different from 1.2.1)

\_\_\_\_\_  
\_\_\_\_\_  
Postal code: \_\_\_\_\_  
Province: \_\_\_\_\_

(1.3.3) G.P.S Co- ordinates (if possible): \_\_\_\_\_

(1.3.4) Mailing address: (Please supply correct information to avoid further delays)

\_\_\_\_\_  
\_\_\_\_\_  
Postal code: \_\_\_\_\_  
Province: \_\_\_\_\_

(1.4) Organisation's telephone number: (\_\_\_\_\_) \_\_\_\_\_

Fax number: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

***If you relocate or change your telephone number, please inform us immediately in writing***

(1.5) Ownership of the project site:

\* Is your organisation the owner, tenant, other? (specify) \_\_\_\_\_

\* If you are not the owner, please explain the legal relationship with the landowner (provide relevant documents)

\_\_\_\_\_  
\_\_\_\_\_

\* Postal address of owner: \_\_\_\_\_

\* Telephone number of owner: \_\_\_\_\_

(1.6.1) Project manager/individual who has signing power:

Name: \_\_\_\_\_ Title: (Mr, Mrs, Ms, \_\_\_\_\_)

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

(1.6.2) Contact person (if different to Section (1.5.1)):

Name: \_\_\_\_\_ Title: (Mr, Mrs, Ms, \_\_\_\_\_)

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

(1.7) Has your organisation received any donor funding, financial, technical support and running/ operational costs from foreign governments, international organisations or NGOs (if previously funded by the Embassy of Japan do include)? If so, describe the content of the assistance (kindly attach separate list if space is insufficient):

Name of Donor	Telephone Number	Year Funded	Amount Funded	Form of Assistance

(1.8) Organization Structure

Number of personnel: \_\_\_\_\_

Full-time: \_\_\_\_\_

Part-time: \_\_\_\_\_

(1.9.1) Place of original establishment (circle one)

South Africa, Other (specify: \_\_\_\_\_ )

(1.9.2) Country of activities other than South Africa (if any):

(1.9.3) Purpose of establishment: Main activities (*please attach organisational background/profile and organisational structure*)

---

---

---

---

---

---

---

---

(1.10) How has your organisation had a direct and immediate impact on the well-being of disadvantaged communities at a grass-roots level?

---

---

---

(1.11) Does your organisation have a constitution? YES / NO

(If yes, attach a copy)

## **2. PROJECT OBJECTIVES**

(2.1) Please state your project objectives (**What do you want to achieve?**).

---

---

---

---

---

---

---

---

(2.2) For what do you require financial assistance from the Embassy of Japan?

---

---

---

---

(2.3) How will the funding received from the Embassy of Japan ensure these objectives?

---

---

---

---

(2.4.1) How many people will directly benefit? \_\_\_\_\_

(2.4.2) How will the completion of the project have a direct and immediate impact on the community? (Please give us as much detail as possible)

---

---

---

---

---

(2.5) Please state your organisation's goals for the future in regards to this project?

---

---

---

---

---

---

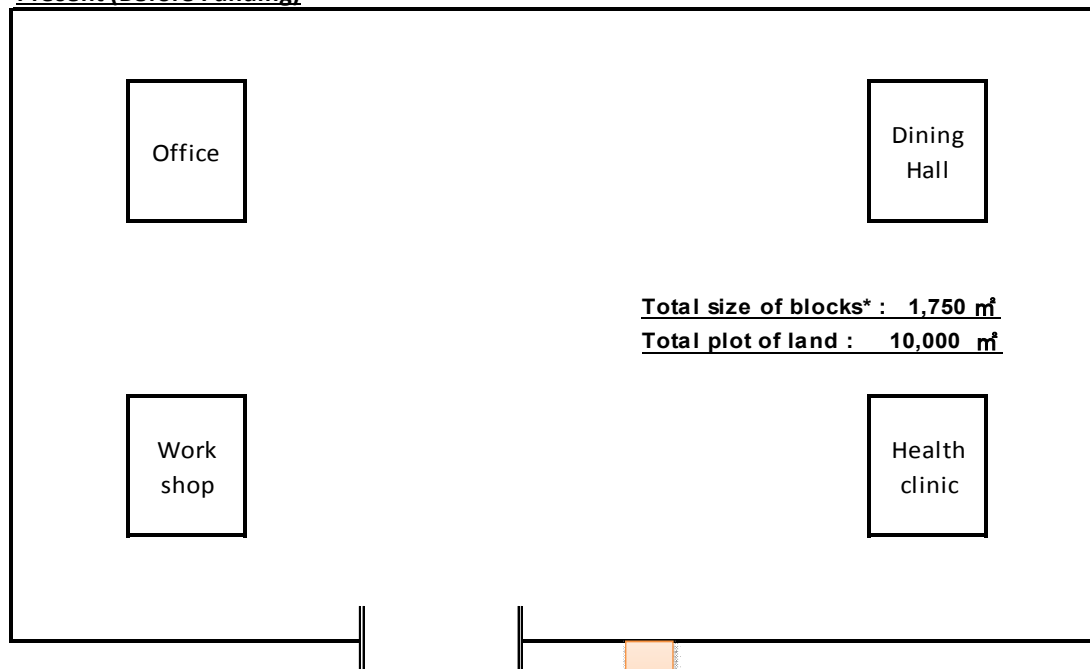
(2.6) Additional information on socio-economic issues community in which the project will be implemented (poverty, nearest town, economic activity, illiteracy rate, job opportunities, unemployment, population in village):



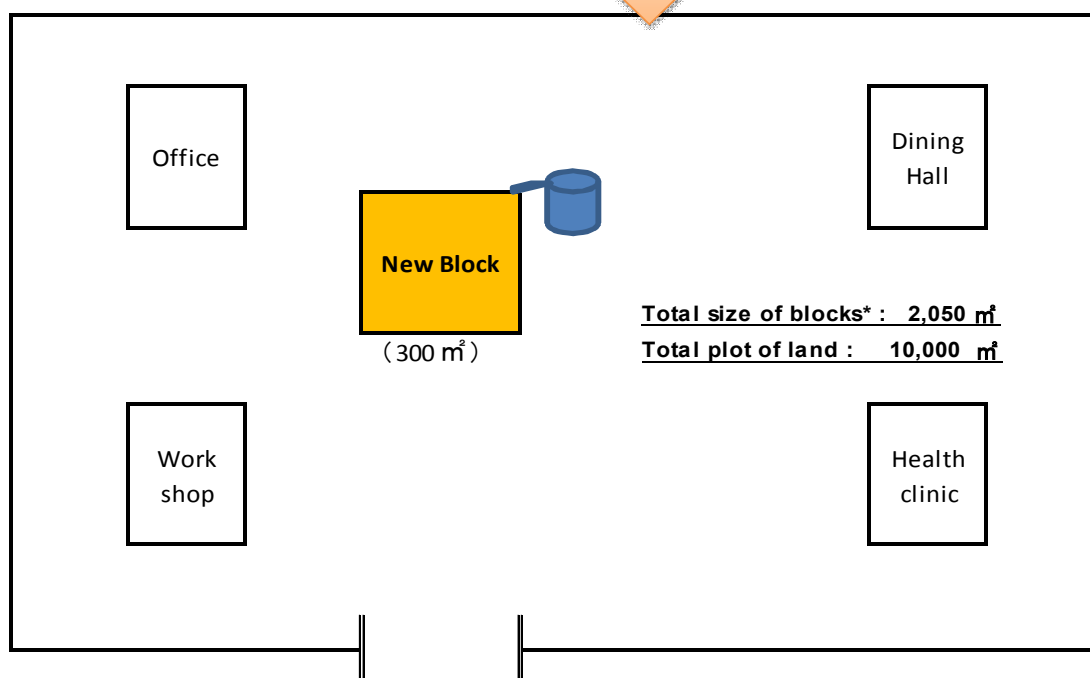
### 3. Allocation of Block

If your project involves construction, please supply us with a diagram of the current blocks' location and the foreseen blocks' location after funding, see example below (please attach it with an application form).

#### Present (Before Funding)



#### Future (After Funding)



\* Combined size of all the construction on the plot of land in m<sup>2</sup> - i.e. office 300 m<sup>2</sup> + workshop 450 m<sup>2</sup> + health clinic 500 m<sup>2</sup> + dining hall 500 m<sup>2</sup> = 1,750 m<sup>2</sup> on 10,000 m<sup>2</sup> land.

I, the undersigned, hereby declare that the statements given in this Application Form are true and correct, and, when necessary, I will provide more information requested by the Embassy of Japan. I further understand this is only an application, and I will have no objections even if it is turned down as a result of an evaluation.

DATE: (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE \_\_\_\_\_

POSITION: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## ***Quotations must be based on blueprints***

### **COSTING BREAKDOWN**

### **FORMAT**

#### **BREAKDOWN OF THE TOTAL PROJECT COST BASED ON THE QUOTATIONS OBTAINED FROM 3 SEPARATE SUPPLIERS**

- (1) Please note that the below is merely a format for the required information and should be prepared by your organisation independently.**
- (2) Please select the most reasonable quotation from the supplier for each item requested.**
- (3) It is most desirable to obtain the 3 separate quotations from suppliers who can provide both building materials AND labour in terms of smooth project implementation.**

#### **Example:**

Breakdown of the proposed project cost

[Construction of OVC hall: *ABC Contractor*]

Item	Amount (R)
Materials	400,000.00
Labour	200,000.00
Transport	100,000.00
(Total)	700,000.00
VAT (14%)	98,000.00

[Provision of Equipment: *ABC Supplier*]

Item	Qty	Unit Cost	Amount(R)
A	10	1,000	10,000.00
B	5	500	2,500.00
C	5	500	2,500.00
D	1	1,000	1,000.00
Transport			5,000.00
(Total)			21,000.00
VAT (14%)			2,940.00

I hereby confirm that the above breakdown is based on the most reasonable(s) of the three (3) separate quotations for each item

Signature: \_\_\_\_\_ (Job Title) for (organisations name)

## **HAND DRAWN MAP OF LOCATION OF SITE**

Map(s) indicating the Project site(s) together with written directions from nearest town/city.

(Note: Important landmarks e.g. post office, police station, cafe, road names,  
important main roads e.g. N1, R34, D532 etc.)

NORTH

WEST

EAST

SOUTH

### **WRITTEN DIRECTIONS ON HOW TO GET TO YOUR PROJECT SITE**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.