The Government of Japan
Grant Assistance for Grass Roots Human Security Projects
(GGP Programme)

APPLICATION FORM
for
2011

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 15th January 2011

Country Name: ________________________________
Province: ____________________________________
District & Town: ______________________________
Institution Name: ______________________________
Year founded in: ______________________________
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?
_____________________________________________________
_____________________________________________________

GGP APPLICATION FORM, Updated September 2010
DEVELOPMENT SECTION, EMBASSY OF JAPAN, PRIVATE BAG X999, PRETORIA, 0001
259 Baines Street, Groenkloof, Pretoria, 0181
Tel: +27 12 452 1500        Fax: +27 12 460 3800/1        Email: Economic@embjapan.org.za        Website: www.japan.org.za
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
☐ An NPO Certificate (not necessary for schools)
☐ Your latest auditor’s report
☐ A list of board members including their full contact details
☐ 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 from the Department of Education supporting your request
☐ A map indicating the location of your project
☐ A project implementation plan
☐ Proof of address i.e. a copy of your most recent utility account (Only for NPO’s)
☐ A bank statement for the last three months (Only for NPO’s)

Also, building project requests should include:

☐ An approved floor plan (blueprint) approved (stamped) by the Board of Education
☐ A tax clearance certificate from each contractor
☐ An appropriate cidb certificate* from each contractor (or equivalent for SADC countries) verifying professional accredited registration
☐ A letter from the Department of Education promising to provide additional teachers and furniture should it be necessary
☐ A diagram that shows the existing buildings and the foreseen situation after construction is complete.
☐ A certified copy of the title deed proving that you have ownership of the land (Only for NPO’s)

* A class 1 contractor can do building projects up to R200 000 and a class 2 contractor up to R650 000.

* 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
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 2.
8. Make sure you clearly indicate the exact total amount of your request.
9. The Embassy will NOT fax application forms to any organisation. Application forms will be posted.
10. Contact the Embassy if you have any queries or require assistance completing the application.

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 R500,000-00. You need to make sure when obtaining the quotations from the suppliers and builders, that the total costs do not exceed R500,000-00, 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 R500,000-00, 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.
1. **APPLICANT’S DETAILS**

1.1 Name of organisation: ____________________________________________________________

1.2 Physical address (Head/ Main Office):
________________________________________________________________________________
Postal code: ____________________________
Province: ________________________________

1.2.2 Street Address of Project Location (if different from 1.2.1)
________________________________________________________________________________
Postal code: ____________________________
Province: ________________________________

1.3 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 Project manager/individual who has signing power:
Name: ________________________________ Title: (Mr, Mrs, Ms, ________)
Position: _____________________________________________________________

1.6 Contact person (if different to Section (1.5)):
Name: ________________________________ Title: ________________________________
Position: _____________________________________________________________
Telephone number: ____________________________Cellular 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):

<table>
<thead>
<tr>
<th>Name of Donor</th>
<th>Telephone Number</th>
<th>Year Funded</th>
<th>Amount Funded</th>
<th>Form of Assistance</th>
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</tbody>
</table>
1.8 Please answer the following questions about your organisation:

1.8.1 Is it an NGO, CBO or other? ___________________________(Please provide copy of NPO registration certificate)

1.8.2 Year of establishment: __________________________________________________________

1.8.3 Years at current location: ______________________________________________________

1.8.4 Place of original establishment (circle one)
South Africa, Japan, UK, USA

Other (specify): __________________________________________________________

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

1.8.6 Number of personnel:
(total) _______________________________________
(full-time) ___________________________________
(part-time) ___________________________________

1.8.7 Purpose of establishment (and Mission Statement if applicable):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1.8.8 Main activities (please attach organisational background/profile and organisational structure):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

1.8.9 Does your organisation have a constitution? YES / NO

(If yes, attach a copy)

1.8.10 Does your organisation have a committee or board? YES / NO

(If yes, attach a list with members' contact details)

1.8.11 Is your organisation running any other projects? Is so, list these _____________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
1.8.12 Whom and how has your organisation had a direct and immediate impact on the well-being of disadvantaged communities at a grass-roots level?

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

2. PROJECT OBJECTIVES

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

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

(2.2) What do you need to realise the objectives stated in (2.1)?

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

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

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

(2.4) What will be the result once the objectives stated in (2.1) are achieved?

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

________________________________________________________________________________________________

(2.4) How many people will benefit: _____________________________

How many direct beneficiaries: ___________________________________________________________

How many indirect beneficiaries: __________________________________________________________
(2.4.1) Who are the beneficiaries of the project and how will the completion of the project have a direct impact and immediate affect 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?

Five years from now:

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

3. PROJECT DETAILS

(3.1) Project name: __________________________________________________________

(3.2) Location of the project site: (Please attach a map)

(3.3) G.P.S Co-ordinates (if possible): __________________________________________

Village: __________________________________________________________

City/Town: __________________________________________________________

Province: __________________________________________________________

(3.4) Nearest major city (if possible, attach a provincial map and indicate the location of your project site):

Direction: ____________________________ of name: ____________________________

(e.g. North, South-East, etc) (City name)

(3.5) Additional Information on the area/communities within which the project will be implemented
(climate, population, unemployment ratio, terrain, environment, infrastructure, social activities):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

(3.6) 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: _______________________________________________________

(3.7) What is the total amount of funding that you are requesting from the Embassy of Japan?

________________________________________________________________________________

(Please select an amount from one of the 3 quotations that you have obtained. Please indicate the exact total amount to complete the project in full.)

(3.8) If the Embassy of Japan is unable to fund your project, which other organisation or donor have you considered to possibly be able to finance your project, and which have you already applied to?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

(3.9) Duration of the project. How long will it take to complete the project in full?

_________ months (maximum of 12 months).

*Please attach a complete project implementation plan.

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:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Supplier</th>
<th>Amount (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Materials</td>
<td>-----</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Labour</td>
<td>-----</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Transport</td>
<td>-----</td>
<td>45,000.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>-----</td>
<td>92,000.00</td>
</tr>
<tr>
<td><strong>(Total)</strong></td>
<td></td>
<td><strong>487,000.00</strong></td>
</tr>
</tbody>
</table>

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 (organisation name)

Total cost of equipment referred to in Part B (only if you are requesting equipment)
Please attach quotations from 3 separate suppliers for the facilities you are requesting. Kindly note that the quotations from each supplier for each item must be prepared on the basis of the following format:

(Please note: the highlighted section of the below example must be hand written by the organisation)

For each item:

Example:

Quotation (Supplier #3)

Quotation (Supplier #2)

Quotation (Supplier #1)

Name of Supplier: ----------
Date: ----------
Expiry Date: ----------

<table>
<thead>
<tr>
<th>Item</th>
<th>quantity</th>
<th>amount</th>
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<tr>
<td>(Total)</td>
<td></td>
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</tbody>
</table>

Quotation (Supplier #1)

Name of Supplier
Date: 
Expiry Date: 

<table>
<thead>
<tr>
<th>Item</th>
<th>quantity</th>
<th>amount</th>
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<tr>
<td>(Total)</td>
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</tbody>
</table>

(1) The quotation for the same item from the 3 separate suppliers should be numbered on the top left hand corner and stapled together.

(2) The following information must be attached to the quotation:

- Tax Clearance Certificate (most recent)
- Name of supplier/ contractor
- Date of issue
- Expiry Date (3 month validity)
- Signature of suppliers/ contractors
- CIDB Certificate (or similar certification of competence)
- Content:
  - Services and Items to be supplied;
  - Labour/ Building materials for ____ classroom construction at _________
School;
  o  Materials for fencing: perimeter of ______________ School;
  o  Labour for erection of a Borehole at ______________ School.

(3) Total amount on each quotation must be highlighted.
**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.)

<table>
<thead>
<tr>
<th>NORTH</th>
<th>WEST</th>
<th>EAST</th>
<th>SOUTH</th>
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</thead>
</table>

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

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

* G.P.S Co-Ordinates (if possible): ________________________________