

2011	for official use only

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



JAPAN
Official Development Assistance

APPLICATION FORM

for

2011

RCVD	CATG	REG	REMARKS

VOCATIONAL TRAINING

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?

✓ 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) Official / Registered Name of Organisation:

NPO Registration Number: _____

(1.2) Street Address (Head/ Main Office):

Postal code: _____
Province: _____

(1.2.1) Physical Address of Project Location (if different from 1.2.)

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: _____

Should you relocate or have a change of telephone number please inform us immediately by letter

(1.5) Project Manager / Individual who has signing power:

Name: _____ Title: (Mr, Mrs, Miss, _____)

Position: _____

(1.6) Contact person (if different to Section 1.5):

Name: _____ Title: _____

Position: _____

Telephone number: (_____) _____ Cellular Number: _____

(1.7) Name of Contact at the Department of Social Development (Project Observer).

Name: _____ Title: _____

Position: _____

Telephone number: (W) _____ (H) _____

Fax number: (_____) _____

Cell number: _____

(1.8) Name of Auditor that is responsible for auditing the project:

Name: _____ Title: _____

Name of auditing firm/body: _____

Telephone number: (_____) _____

Fax number: (_____) _____

(1.9) 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

*** Please attach separate list if space is insufficient**

(1.10) Please list your organisations revenue resources **(Please tick the appropriate one):**

- ☐ Grant
- ☐ Subsidy
- ☐ Self-financing
- ☐ Income generation/ non- training project
- ☐ Training and income generation

(1.11) What will the running and operational costs of your project/ organisation be after the project is complete?

(1.12) How would you secure the necessary funds for the running and operational costs which should you be funded?

(1.13) Please answer the following questions about your organisation:

1.13.1 Is it an NGO, CBO or other? _____

(Please provide copy of the NPO registration certificate)

1.13.2 Year of establishment: _____

1.13.3 Place of original establishment (circle one)

South Africa, UK, USA

Other (specify):

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

1.13.5 Number of personnel: (total) _____

(full-time)

(part-time) _____

1.13.6 Summary purpose of establishment of your organisation: (Please attach mission statement)

1.13.7 Main activities (*please attach organisational background/profile and organisational structure*):

(1.14) Are there any similar projects, already being implemented in your community?

(1.14.1) How long is the training course? (1 week, 1 month, etc.) _____

(1.14.2) How many courses are held per year? (Attach/provide details) _____

(1.14.3) How many trainees are allowed per training course? _____

(1.14.4) How do you recruit trainees? _____

1.14 Does your organisation have a constitution? YES / NO

(If yes, attach a copy)

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

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

1.15 Is your organisation running any other projects? If so, list these _____

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

(2.3) 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:

(2.5.1) Has a needs analysis / market research been conducted to determine the need for your project in your community? (If yes please attach details): _____

3. PROJECT BASICS

(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) If the Embassy of Japan is unable to fund your project, which other organisation have you approached to finance your project? (Please notify us in writing if you receive funding from another source on this project)

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

_____ months. (Maximum 12 months)

4. PROJECT DETAILS (COMPULSORY)

(4.1) Type of vocational / Job skills training: _____

(e.g. sewing, dress-making, welding, carpentry etc.)

PLEASE ATTACH A DETAILED OUTLINE OF THE TRAINING COURSE.

(4.2) How many people have already been trained?

Per Year: _____

Total: _____

(4.3) How many people have found employment as a result of the training?

Per Year: _____

Total: _____

Please specify in which sector (formal, informal, self employment) and in which area (province) they obtained employment: _____

(4.4) What kind of follow-up system do you have in place in order to support ex-trainees or to follow-up the impact of your training on job creation? *If any, kindly attach any data/figures about the follow-up system:*

(4.5) How will or do you advertise your training programme to the community?

(4.6) Is the Department of Labour involved in your project (e.g. subsidies, certificate, etc.)? If yes, please state their involvement as well as attach a letter from the Department accordingly:

Is your course accredited by SAQA (South African Qualifications Authority)? _____

Is your organisation linked to SETA (Sectoral Education and Training Authority)? _____

(4.7) Are any other organisations involved in your projects (e.g. technical support, market research, etc.)? If yes, please state their involvement: _____

PLEASE ATTACH A PROJECT IMPLEMENTATION PLAN

***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:

Breakdown of the proposed project cost		
Item	Supplier	Amount(R)
Building Materials	-----	200,000.00
Labour	-----	150,000.00
Transport	-----	45,000.00
Equipment	-----	92,000.00
	(Total)	487,000.00

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)

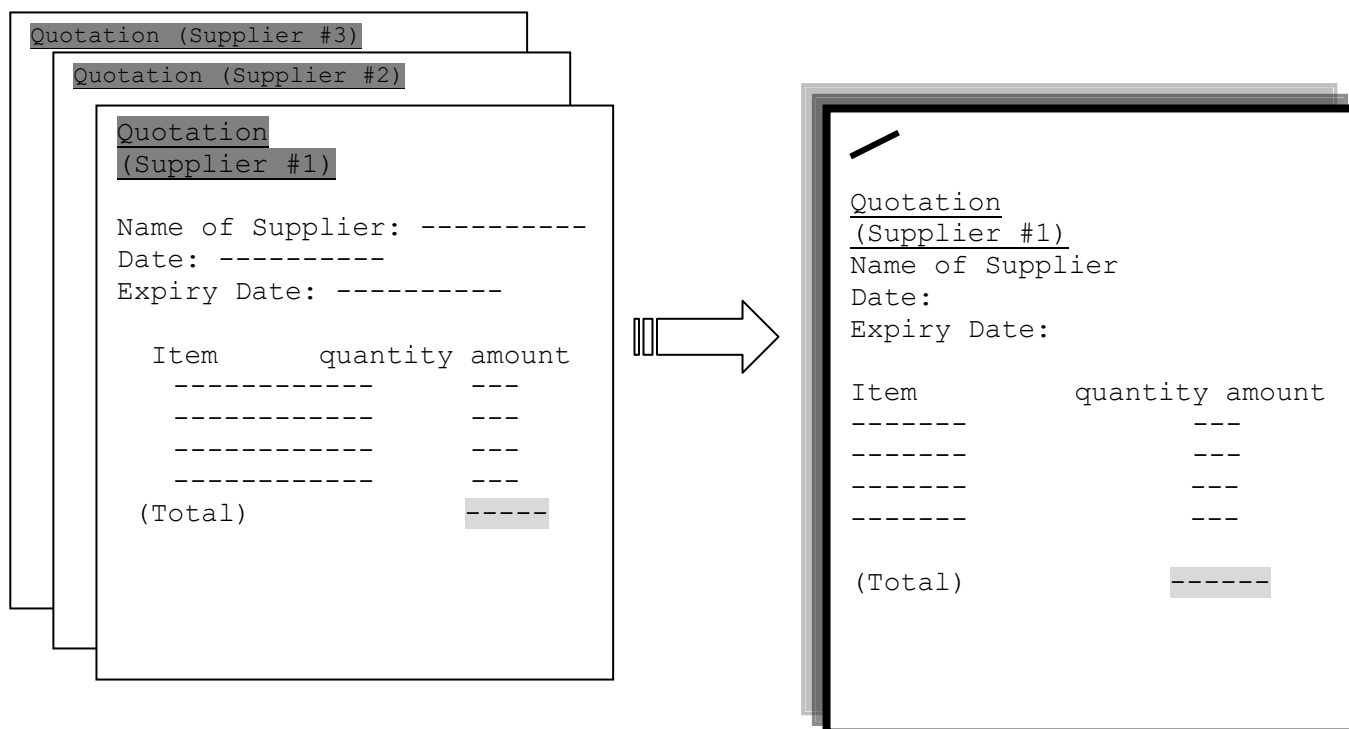
Total cost of equipment referred to in Part B (only if you are requesting equipment)

PLEASE ATTACH QUOTATIONS FROM 3 SEPARATE SUPPLIERS FOR THE FACILITIES YOU ARE REQUESTING. KINDLY NOTE THAT THE QUOTATIONS FROM EACH SUPPLIERS 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:



Please Note:

- (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;
 - Materials for fencing: perimeter of _____ School;
 - 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.)

<p style="text-align: center;">NORTH</p> <div style="display: flex; justify-content: space-between; padding: 10px 0;"> WEST EAST </div> <p style="text-align: center;">SOUTH</p>	
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): _____