

# INFORMATION SHEET (Guideline)

## CRITERIA FOR 2018



### 1. BRIEF INTRODUCTION

The Grant Assistance for Grassroots Human Security Projects (GGP) Programme was first introduced as the Small Scale Grant Assistance Programme in 1989. The aim is to assist Non-Profit Organisations (NPO's) by supporting relatively small development projects which have a direct and immediate impact on the well-being of disadvantaged communities at a grass-roots level.

The Embassy of Japan in the Republic of South Africa covers the Republic of South Africa, the Kingdom of Lesotho and the Kingdom of Swaziland deals with applications from these three countries. The site of the proposed project must be located in one of the three countries.

### 2. ELIGIBLE APPLICANT

- ✓ Registered NPOs may apply and **a copy of the NPO registration certificate must be attached the application form.** NPOs include non-governmental organisations, community-based organisations, primary and secondary schools, hospitals, clinics and local governments.
- ✓ Individual or private companies are not eligible to apply.
- ✓ Only one (1) application will be considered per organisation.
- ✓ The applicant organisation must have at least **3 (three) years' experience** in the sector of the proposed project. The applicant organisation is required to be established and sound, and to have sustainable and stable foundations in terms of finance, personnel, project management etc. Therefore, **the Embassy cannot fund newly established organisations, pilot projects, initial start-up costs etc.**

### 3. TARGET AREA

The GGP mainly targets areas that aim to improve Basic Human Needs (BHN) such as projects that are highly beneficial at the grass-roots level (\*Refer to page 6 and 7).

Note①: The following areas are not financed by GGP

- Projects that have uncertain benefits for grassroots activities such as assistance for research by advanced academic institutions and capacity building of the recipient organization.
- Projects limited to commercial activities and creation of employment of particular individuals and organizations, and which have uncertain direct benefits for grass-roots activities.
- Culture, art and sport projects that are less related to economic and social development.
- Projects with a political or missionary purpose or the intention of military use.
- Consumables, small fixtures, running and maintenance costs of facilities and equipment are not financed in principle even if the project is eligible for the GGP.

Note②: **The Embassy of Japan recommends Japanese private companies' materials/support.**

#### 4. APPLICATION FORM

Application forms are available for the following 3 (three) categories: **Education, Health, and General** (please note that this is not in order of priority). For Education related projects, please use the 'Education' application form, Medical & Health - 'Health' application form and for other areas - 'General' application form.

Note: 'General' includes Water, Environment, Welfare, Agriculture, Forestry, Fisheries and other sectors (please refer to page 6).

#### 5. GRANT FUND

##### 5.1 Maximum available funding

Approximately ZAR 900,000.00 (The ceiling for GGP funds is 10 million Japanese Yen) is the maximum amount allocated per project under the GGP Programme (This amount is exceeded only under exceptional circumstances). Applications that exceed the ceiling amount are declined automatically. **The maximum amount is subject to change due to the inevitable fluctuation of the exchange rate.**

**We cannot cover the VAT required for each project. Before applying please ensure that you are able to do so through your own financial capacity.**

##### 5.2 Calculation of the requested amount

The requested amount should be reasonable and fair in terms of local market prices. In light of the above, **quotations from 3 separate suppliers (VAT indicated separately, must be provided for each requested item** and the requested amount must be calculated **based on the most reasonable quotation(s)**. The Embassy cannot fund costs lacking appropriate supporting documentation. In addition, the applicant organisation is required to clarify how the requested amount is calculated by providing a list of the requested equipment, costing breakdown etc. In this regard, please refer to the application forms.

#### 6. REGULATIONS AND CONDITIONS

##### 6.1 The GGP Programme is a project-tied financial assistance scheme

The grant funds target a specific project and may not be used for general budget constraints or non-specific projects. Furthermore, the Embassy does not fund project preparation expenses relating to and/or required for the organisation's application to the Embassy such as professional architectural fees, quantity surveys etc. Costs impossible to accurately calculate before applying, such as contingency amounts, are also not funded. The applicant organisation must independently finance these costs.

##### 6.2 The GGP Programme is a once-off financial assistance scheme

Once a grant is approved (technically speaking, after reporting to the Ministry of Foreign Affairs, Tokyo, for approval), **no additional funding will be made available** in the event that the organisation may lack funds to complete the project due to unforeseen

circumstances or expenses. Moreover, the grant amount is settled in United States Dollars (USD) converted from the requested amount in the ZAR using the exchange rate of the date of reporting. Accordingly, there is an inevitable possibility that the ZAR grant amount received may be less than the amount requested as a result of the possible depreciation of the USD to the ZAR. However, **the funded organisation must complete the project regardless by covering the extra cost independently.**

**6.3 A project longer than one year cannot be considered**

The GGP Programme is implemented in one-year cycles as the programme's budget is allocated annually. Furthermore, **the approved project must be completed within one year from the date of the grant contract.** In the event that the project is delayed due to unforeseen circumstances, the funded organisation must inform the Embassy, in writing, of the reason for the delay. Should the organisation fail to comply with this requirement, the Government of Japan reserves the right to request a full refund of the grant amount from the organisation.

**6.4 Donated Facilities/Equipment must be maintained on a regular basis by self-finance**

Applicant organisations should be in a position to maintain the facilities/equipment donated by the Embassy at appropriate regular intervals. Organisations which cannot guarantee this are not considered for funding. Financial assistance for skills training (e.g. on new equipment related to your requested GGP project) will be considered.

**6.5 The funded organisation is accountable for the grant funds**

The funded organisation must submit an interim and final financial and narrative report on the utilisation of the grant funds on or before the dates stipulated in the grant contract. If the funds were utilised by the organisation for any purpose other than the implementation of the project approved, the Government of Japan reserves the right to request a full refund of the grant amount from the organisation. The Embassy may also require the organisation to submit a project audited report on the grant funds in addition to the aforementioned interim and final reports.

**6.6 In case of a project co-financed by a number of donors, the facilities/equipment donated by the Embassy must be defined/differentiated from those of the others.**

The GGP Programme is not available to a facility-construction project co-financed with other donors in order to cover additional costs. However, the Embassy may be able to consider funding in the case of a request for equipment to be furnished in facilities constructed by other donors, and vice versa.

<b>7. TIME SCHEDULE</b>
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The 2018 application must be delivered (by hand or reliable method, FAX is not acceptable) on or before **19 February 2018**. Application forms are available from the Embassy, and/or from the website stipulated below. More than 300 applications are received annually, and these take several months to screen, select, evaluate and

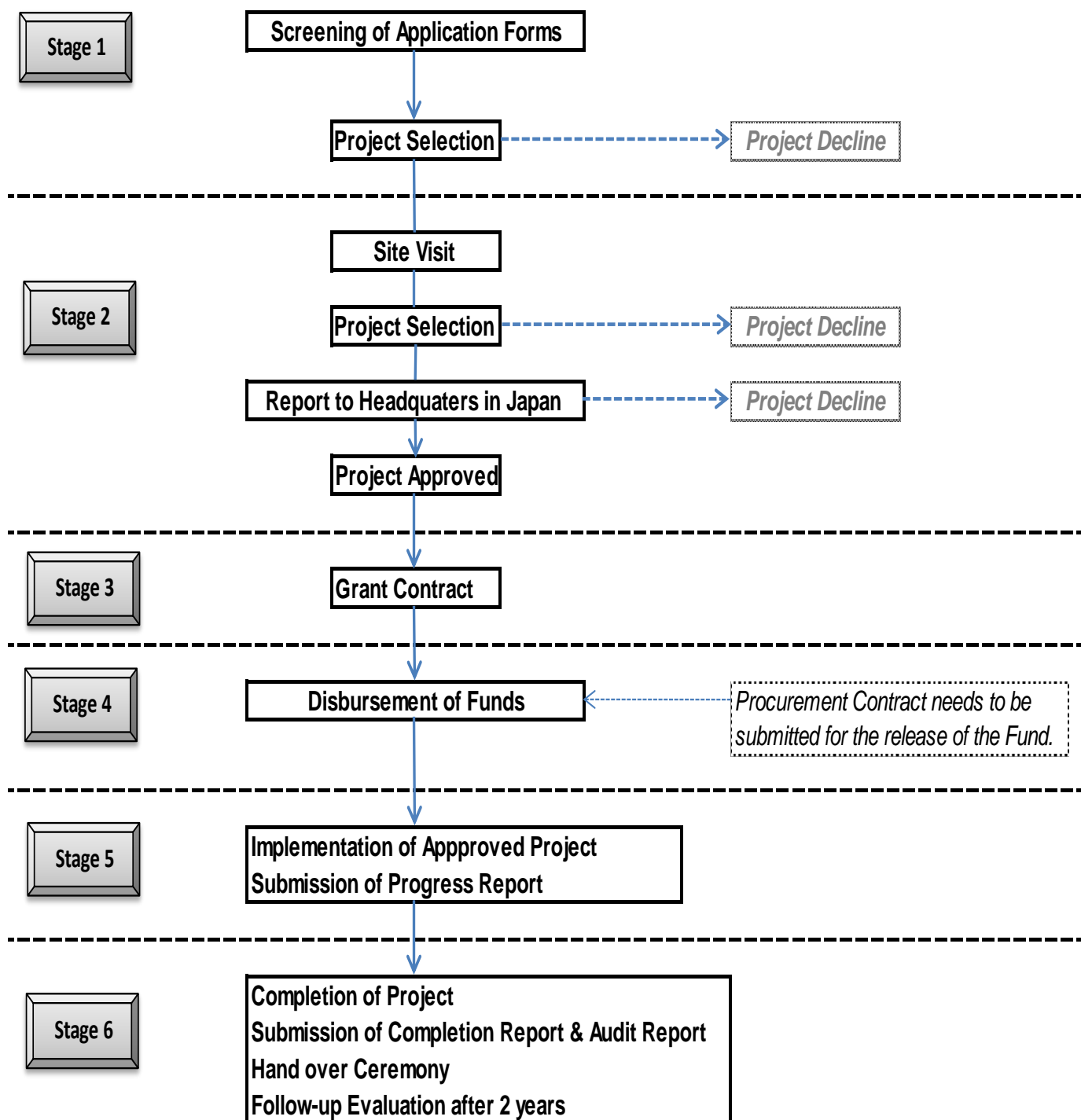
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GGP PROGRAMME**

approve. Applications may be rejected at any stage, for a variety of reasons that do not necessarily reflect on a project's good standing. Application forms are updated annually.

The applicant organisation is kindly asked to take note of the following in order for the Embassy to keep all processes proceeding smoothly:

- Outdated application forms are not considered.
- Faxed applications are declined automatically.
- As part of an organisation's application, we require the last three years' audit reports and therefore prefer prospective beneficiary organisations to apply for GGP funding themselves.

**Flow Chart of the GGP Programme**



**PLEASE READ THE CRITERIA ON THE FOLLOWING PAGE CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

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<u>Sector (Area of Target)</u>		<u>Expected Eligible Applicants</u>	<u>Examples of Approved Items</u>
Application Form	Sector		
<u>Education</u>	Education	<u>Education Institutions</u> (e.g. Primary School, Secondary School, Vocational School, Special School) <b>(excluding Pre-primary School)</b> <u>NPOs</u> etc.	Construction of Standard Classrooms, Library Block ( <b>excluding books</b> ), Laboratory Block ( <b>excluding Lab equipment</b> ), IT Room ( <b>excluding computers</b> ), Workshop Classrooms, and Student Toilets, School Hall etc. Provision of Classroom Furniture (students' desks & chairs, etc.), Water Supply System (e.g. Water Tanks and pipelines) etc.
<u>Health</u>	Medical & Health	<u>Health Institutions</u> (e.g. Clinic, Hospital) <u>NPOs</u> etc.	Construction of Clinic, Medical Facilities etc. Provision of Medical Equipment, Mobile Clinics, Ambulance etc.
<u>General (Other)</u>	Agriculture, Forestry and Fisheries	<u>Local Authority, Rural Institutions</u> (Farms Associations, Fisheries Associations etc.) <u>NPOs</u> etc.	Construction of Irrigation Farming System, FTC (Farmer Training Centre), Nursery Centre etc. ( <b>excluding Boreholes</b> )
	Social Welfare	<u>Local Authority</u> <u>NPOs</u> etc.	Construction of Water Supply System (including Water Tanks, Pumps, Pipeline etc, but <b>excluding Deep Wells</b> ). Projects related with sanitation, women, welfare (disable & advanced ages), street children, electrification, waste management etc.
	Other	<u>Local Authority</u> <u>NPOs</u> etc.	Infrastructure (small-scaled bridge, road maintenance), other human security projects etc.

**Examples of Disapproved Items (These items cannot be funded)**

- X **Running / Operational Costs** (e.g. salaries, compensation, office rent, telephone, electricity, transport, training not related to a requested GGP project, etc.)
- X **Project Start-up Costs**
- X **Private Business Oriented Projects**
- X **Pilot / Research Projects - High Education Institutions**
- X **Specific Individual Items** (e.g. Scholarships, housing, cloths)
- X **Purchase of Land**
- X **Legal Advice**
- X **Unfinished Facilities**
- X **Bursaries, Travelling fees for monitoring, or attending conferences etc.**
- X **Office Equipment and Furniture** (e.g. computers, photocopiers, fax, machines, cupboards)
- X **Vehicles** (Except for specific purposes such as ambulances, mobile clinics etc.)
- X **Teachers' Houses/ Administration Block**
- X **Cultural and Sports Events or Projects**
- X **Church Construction and Other Religious Activities**
- X **Audio Visual Equipment**
- X **Trees / Plants**
- X **Medical Supplies**
- X **Boreholes**
- X **Computers and other peripherals**
- X **Other Consumable Goods**
- X **Contingency costs**
- X **Costs incurred in preparation of the application**
- X **Bank Service Charges**
- X **Value Added Tax (VAT)**

*\*The project selection committee considers various items when evaluating a proposal. These include the project outline, human resources, implementation capability, expected benefits and regional and sectorial balance among projects. Unfortunately, budgetary constraints prevent funding of all projects that meet GGP criteria.*