

INFORMATION SHEET (Guideline)

CRITERIA FOR 2025



From
the People of Japan

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) by supporting relatively small development projects which have a direct and immediate impact on the well-being of disadvantaged communities at the grass-roots level.

The Embassy of Japan in the Republic of South Africa reviews grant applications from the NPOs in the Republic of South Africa, the Kingdom of Lesotho, and the Kingdom of Eswatini. The site of the proposed project must be located within one of the three countries.

2. ELIGIBLE APPLICANTS

- ✓ Registered NPOs may apply and **a copy of the NPO registration certificate must be attached to the application form.** NPOs include non-governmental organisations, community-based organisations, primary and secondary schools, hospitals, clinics, and local governments.
- ✓ Individuals 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, or initial start-up costs etc.**

3. TARGET AREA

The GGP targets areas that aim to improve Basic Human Needs (BHN) such as projects that are highly beneficial to disadvantaged and/or vulnerable people or groups(*Refer to page 6 and 7).

Note①: The following areas are **NOT** financed by the 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 featuring with Japanese private companies’**

materials/support in the projects.

Note③: The GGP mainly supports tangible items such as the construction of primary schools, clinics as well as the provision of equipment. Intangible items, on the other hand, such as capacity building, technical guidance for operation and maintenance, awareness-raising campaigns, and community association reinforcement, may be considered eligible for support if contingent on tangible items.

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 school projects, please use the 'Education' application form, for Medical & Health projects - 'Health' application form, and for other areas, including Water, Environment, Welfare, Agriculture, Forestry, Fisheries, education/skill development project run by NGOs - 'General' application form.

5. GRANT FUND

5.1 Maximum available funding

An approximated maximum amount of ZAR 2,400,000.00 is available for funding (NONE of which can be used to cover any VAT for an approved project). This amount can be exceeded if necessary, with legitimate reason approved by the Embassy of Japan.

NB: The ZAR amount of 2,400,000.00 is based on a maximum amount of 20 million Japanese Yen. As a result any GGP funding 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.

5.3 Taxes

In principle, the import-related taxes (if applicable) for the items covered by the GGP should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.

Even in cases where your country does not agree to the exemption of import-related taxes,

in principle, the recipient should bear the burden of these taxes. On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes.

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-specified 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 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, **an 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 A 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 approved project, the Government of Japan reserves the right to request a full refund of the grant amount from the organisation.** The Embassy will also require the organisation to submit a project audit 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 consider funding equipment to be furnished in facilities constructed by other donors, and vice versa, if requested.

6.7 Visibility

In order to ensure the visibility of Japan's grant assistance, the recipient organization shall endeavour to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, putting stickers and/or attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

6.8 External Audit

In principle, after the completion of the project, the recipient organization shall perform an external audit in order to verify that the funds for the project have been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented.

The necessary fees for performing an external audit may be eligible for support by the GGP. Like other items, a comparison of estimates from three audit suppliers is required for the audit payment to be approved by the Embassy.

Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient is required to submit a copy of this report to the Embassy of Japan.

This report should contain the following elements:

- a) Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)
- b) Verification of facts (procurement and delivery of equipment, use of equipment, etc.)
- c) Inspections of the project site (attach photographs to the report)

In some exceptional cases, where there are no qualified organizations or individuals in the

country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult the Embassy of Japan for more details.*

6.9 In the case of Unforeseen Circumstances

After the approval and the signature of the Grant Contract, in principle, it is the recipient's responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen. However, if such an unexpected shortfall is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request to the Embassy of Japan a support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*

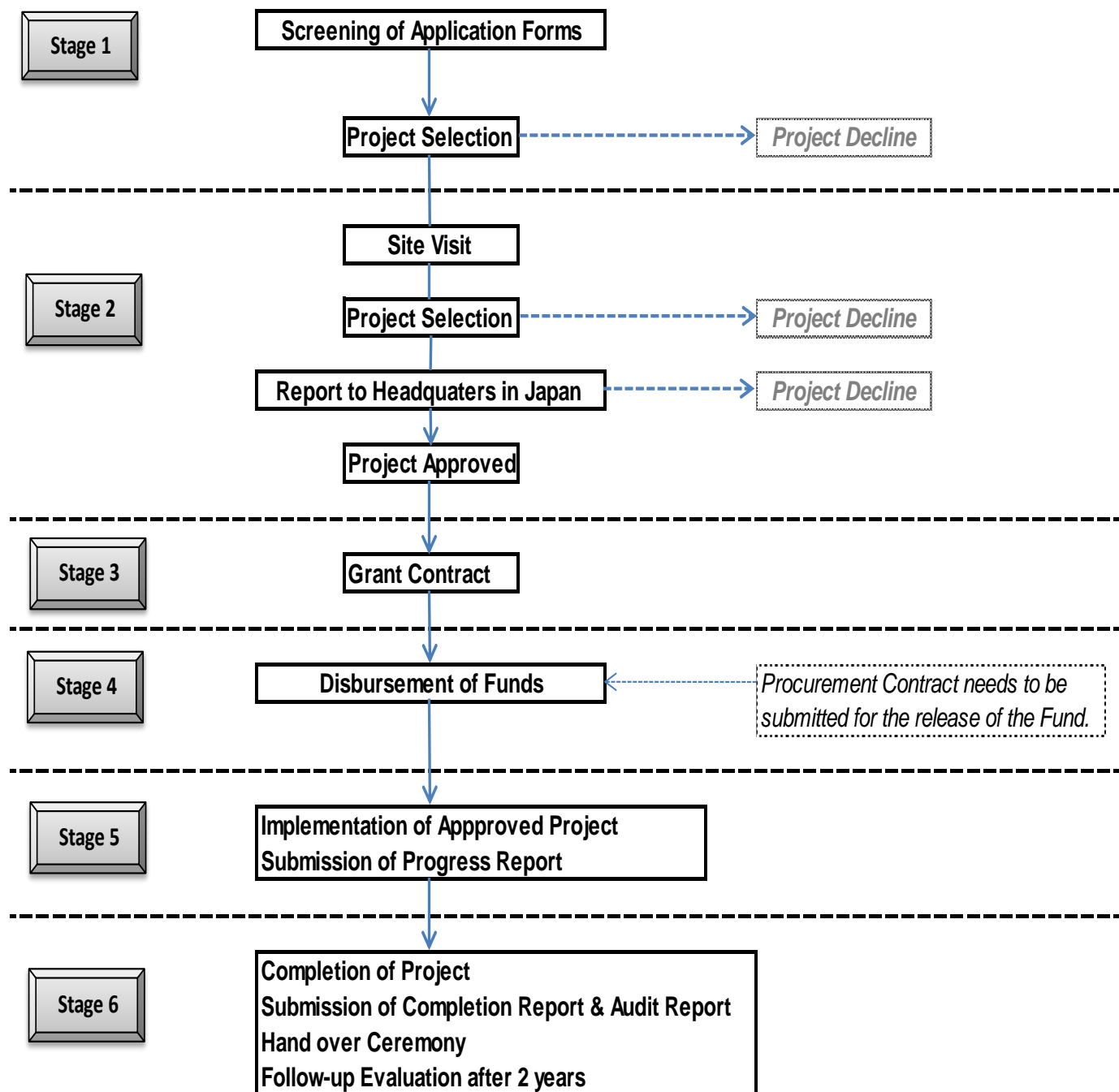
7. TIME SCHEDULE

The 2025 application must be delivered by hand, courier, or registered mail (Email or Fax submissions WILL NOT be accepted) on or before **Friday March 7 2025**. Application forms are available from the Embassy, and/or from the website: https://www.za.emb-japan.go.jp/itpr_en/ODA.html . **Hundreds of applications are received annually, and these take several months to screen, select, evaluate and approve.** Applications may be rejected at any stage, for a variety of reasons that do not necessarily reflect on a project's good standing. **Due to the large number of applications received, only tentatively shortlisted applicants will be contacted.** Tentatively shortlisted applicants will be contacted during the months of May and June.

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

- Application forms are updated annually. **Therefore outdated application forms are not considered.**
- Faxed and emailed applications are declined automatically.
- As part of an organisation's application, we require the last three years' audited financial reports.
- The GGP works directly with beneficiary organisations, hence applications completed by intermediaries, consultants, or any other third parties will be rejected.

Flow Chart of the GGP Programme



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

Sector (Area of Target)		<u>Expected Eligible Applicants</u>	<u>Examples of Approved Items</u>
Application Form	Sector		
<u>Education</u>	Education	<u>Schools</u> (e.g. Primary School, Secondary School, Vocational School, Special Needs School, excluding Pre-primary School and crèches) <u>*Education-related NPOs should apply using General forms.</u>	Construction of Standard Classrooms, Library Block (excluding Books), Laboratory Block (excluding Lab Equipment), Workshop Classrooms, Student Toilets, Greenhouses, and Electrification 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 etc.</u>	Construction, Refurbishment and Expansion of Clinics, Medical Facilities etc. Provision of Medical Equipment (excluding Consumable Goods), Mobile Clinics, Ambulances etc.
<u>General (Other)</u>	Agriculture, Forestry and Fisheries	<u>Local Authority, Rural Institutions</u> (Farms Associations, Fisheries Associations etc.) <u>NPOs etc.</u>	Construction of Irrigation Farming Systems, Farmer Training Centre, Nursery Centre etc.
	Social Welfare	<u>Local Authority</u> <u>NPOs etc.</u>	Construction, Renovation of Drop-in Centre, Welfare Centres, Hospices. Provision of Converted Vehicles, Waste Management Facilities, and Specialised Equipment to improve Basic Human Needs.
	Other	<u>Local Authority</u> <u>NPOs, NPOs working in Education/Skill development etc.</u>	Construction of Water Supply Systems (including Water Tanks, Pumps, Pipeline etc., but excluding Boreholes or Wells). Infrastructure (Small-scale Bridges, and Nutrition Centres) Mobile Libraries, and other Human Security Projects etc.

**Please note that this is not an exhaustive list*

**The GGP project aims to reach out to each and every person in the community and ensure that no one is left behind. Therefore, it is important that every project takes into consideration those who are hard to reach (e.g. disadvantaged and/or vulnerable people or groups).*

Examples of Disapproved Items (These items cannot be funded)

X Running / Administration / Operational Costs

(e.g. salaries, compensation, office rent, telephone, electricity, transport, training not related to a requested GGP project, etc.)

X Consumable Goods

X Cultural and Sports Events or Projects

X Project Start-up Costs

X Private Business Oriented Projects

X Pilot / Research Projects

X Bursaries, Travelling fees for monitoring, attending conferences, or training etc.

X Branding/Other Marketing Material(s)

X Sponsorships for Individuals

(e.g. scholarships, housing, uniforms etc. this does not include situations of emergency humanitarian aid during natural disasters)

X Purchase of Land or Buildings

X Completing Unfinished Facilities

X Office Equipment or Furniture

(e.g. computers, photocopiers, fax, machines, cupboards)

X Unconverted Vehicles (this does not include specialised vehicles such as ambulances, mobile clinics etc.)

X Teachers' Houses/ Administration Block

X Construction or Support of any Religious Facilities

X Audio Visual Equipment

X Trees / Plants

X Medical Supplies

X Boreholes or Wells

X Solar power system or panels

X Contingency Costs

X Legal Advice

X Bank Service Charges

X Value Added Tax (VAT)

X Costs incurred in preparation of the application

**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.*