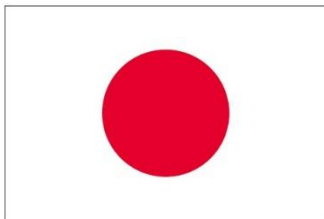


**GRANT ASSISTANCE FOR
GRASSROOTS HUMAN SECURITY PROJECTS
(GGP)**



**From
the People of Japan**

EMBASSY OF JAPAN IN VIETNAM

Please send this application form, duly filled out, and other required documents to:

Ms. Kamoshida Masako
Economic Section
Embassy of Japan in Vietnam
27 Lieu Giai Street, Hanoi
Tel: 04-3846-3000 Fax: 04-3846-0048

IMPORTANT NOTES

- *An eligible applicant can apply for ONE project during one Japanese fiscal year (1 April – 31 March).*
- *There is no application fee, and the Embassy of Japan and the staff thereof will never ask the applicant to pay fees, commissions or any other charges in relation to or for the purpose of facilitating the application process.*
- *Soft components such as human capacity development can be a part of a project where they are deemed indispensable for the effectiveness of the project or are considered an integral part of it.*
- *The applicant of this proposal will be held responsible for the appropriate implementation of the project, if the proposal is approved to be funded by the Government of Japan.*

**APPLICATION FORM
FOR
JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY
PROJECTS (THE GGP/KUSANONE)**

1. General information on the applicant	
(1) Date of application	
(2) Name of the organization	
<i>Please fill in the formal name of your organization.</i>	
(3) Address	
(4) Contact person	
Name:	
Position:	
Phone number:	
E-mail address:	
(5) Responsible individual authorized to sign the Grant Contract (If your proposal is selected)	
Name:	
Position:	
Phone number:	
E-mail address:	
(6) Status of the applicant	
(a) National and Local NGO (b) International NGO (c) Local government, (d) Medical institute (e) Educational institute (f) Government-related institution, (g) International organization (h) other) <i>Please select the status of your organization.</i>	
(7) Year of establishment	
(8) Personnel	

Please include information on the management structure, number and names of departments and number of staff (e.g. the number of commune people's committee officials, teachers and students, doctors and nurses, etc., depending on the type of organization). It would be helpful if an organizational chart were attached to supplement the information here.

(9) Main activities

Please provide information on the following items that correspond to the type of your organization.

- *Local government: brief description of local socio-economic situation (population, main industry, main products, annual income per head, socio-economic challenges, etc.)*
- *Educational institution: brief description of academic courses, vocational training courses, school subjects, etc.*
- *Hospital or other medical/health care institution: medical services on offer, number of beds, number of in-patients/out-patients, etc.*
- *NGO/NPO: vision and mission, main activities, major achievements, etc.*
- *Others: brief description of the organization's activities, goals and achievements, etc.*

If there is certain document or booklet introducing your activities, please attach it to this form.

(10) Financial situation

Please explain the financial record for the past two years by filling in the annexed form. In addition, if your organization has fixed assets or liabilities, please specify below.

(11) Past assistance

Has your organization received any financial/technical assistance from Japanese government, foreign governments, international organizations or NGOs?

If yes, please specify below.

Year	Name of Donor	Grant Amount	Project content and outcome

2. PROJECT

(1) Title of the project
(2) Project Site
<p><i>Please provide as much detail as possible, including the names of the commune, district, and province; distance from Hanoi to the nearest city/town/commune, and distance from the nearest city/town/commune to the project site.</i></p> <p><i>Please enclose a map.</i></p>
(3) Background of the project
<p><i>Describe the following points. If necessary to provide details, please prepare a separate reference document.</i></p> <p><i>1. Describe the current economic and social situation of the target area of this project as detailed as possible, including the number of population and households, average annual income, main industries and ethnic composition of the target area. Use data and photos to support your points.</i></p> <p><i>2. Describe the current challenges surrounding the proposed project. Use data and photos to support your points, for example, degraded classroom building, lacking medical equipment, broken equipment,... If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.</i></p> <p><i>3. Describe existing efforts (baseline efforts) to address the above mentioned challenges. Please indicate relating laws, regulations, directives, or plans pertaining to the challenges and show the consistency of such plans.</i></p> <p><i>4. Demonstrate gaps and key barriers to resolve the challenges, why you and higher authorities such as provincial people's committee cannot resolve the challenges on your own, and you need assistance of the GGP.</i></p>
(4) Objectives and content of the project
<p><i>Objectives of the project:</i></p> <ol style="list-style-type: none"> <i>1. Describe the objectives of the project as clearly as possible.</i> <i>2. Explain the link of the development challenges and problems to the objectives of the project.</i> <p><i>Content of the project:</i></p> <ol style="list-style-type: none"> <i>1. Please describe or provide a table of activities that comprise this project. For a construction project, design drawing is necessary. For an equipment donation</i>

project, product specifications and photos are indispensable.

2. *Describe the feasibility assessment of the project. Indicate required permissions for land use and/or construction, provision of substitutional services during the project, or prior consent of the community in any.*

(5) Expected outcome of the project

Provide your assessment of the expected outcome of the project in quantitative and qualitative manners. Describe what kind of impacts (social/ economic/ cultural/ environmental etc.) will be expected through this project. Identify the direct, and indirect (if any) beneficiaries of the project, including the number of beneficiaries, the types of people to benefit, the ways they will benefit, increase in households' average income or livelihoods, etc.

(6) Estimated cost of the project

Please submit quotations from three different suppliers for each item to be covered by the GGP/KUSANONE.

Please show the cost breakdown from the lowest priced quotation (VAT excluded).

【The GGP/KUSANONE Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

【Recipient Organization's Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

(7) Implementation, Operation and Maintenance Plan

Please explain the capacity of the applicant organization to properly and effectively complete the project such as;

- Recent performance as an organization that is relevant/helpful for the implementation of the project, for example, the organization has conducted a similar project before.

-Number of staff to implement the project

-Enough income to complete the project even if an unexpected funding shortfall happens

Describe also your plan for maintenance and management of facilities/equipment after the completion of the project.

(8) Note on duration of the project

The project must be completed within one year after the contract date

General Instructions

1 Responsibilities of the recipient organization

It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the Project.

2 Eligible items

(1) The GGP/KUSANONE supports tangible items such as the construction of primary schools, clinics, as well as the provision of equipment. In some occasions, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-raising campaign and reinforcement of community association contingent that are imperative for the operation of tangible items may also be eligible.

(2) The GGP/KUSANONE does NOT cover the following items:

- A Office expenses (office rental fee, salary for employees etc.)
- B Contingency funds
- C Expenses incurred on individual or corporate profit-making activities
- D Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)
- E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes
- F Research expenses that do not have clear direct benefits for the population
- G Value-added Tax (VAT). Please make sure the quotations do not include VAT and the applicant appropriates a budget to cover VAT on its own.
- H Consulting fee, project management fee, taxes, levies and any other costs that do not match the grant policy of the Government of Japan.
- I Maintenance and management costs for the provided goods
- J Consumables, small fixtures
- K Banking fees (opening and closing fee of a dedicated bank account for the GGP/KUSANONE, account maintenance commission, foreign-exchange fee, etc.)
- L Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments

3 Opening of a dedicated bank account

After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses of other projects of the organization, for disbursement of the fund and payment for the implementation of the project.

4 External audit

(1) After the completion of the project, the recipient organization shall perform external audit in order to verify that the funds for the project have been used in a proper manner. The external audit shall be performed by an organization with official audit qualification in the country where the project is being implemented.

(2) The necessary fees for performing the external audit may be eligible for support by the GGP/KUSANONE. In such case, like other items, estimates from three suppliers should be submitted with this form.

(3) 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)

5 Reporting

It is the responsibility of the recipient organization to compile and submit to the Embassy of Japan an interim report and a project completion report. The formats shall be sent later by the Embassy of Japan.

6 Visibility

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

7 Attachments to this Application form

☐ Application form (English)

☐ Application form (Vietnamese)*For international organizations, Vietnamese version is optional.

☐ Financial report for the past two fiscal years

☐ A map showing the location of the project site

☐ Pictures showing the current situation (e.g. damaged building, inadequate equipment)

- ☐ Specifications of the project (e.g. design drawing for a construction project, product specification sheets and product pictures for an equipment donation project)
- ☐ Three (3) quotations of procurement cost (e.g. construction cost, equipment prices) from three different prospective contractors
- ☐ Three (3) quotations of audit fee from 3 different independent auditing companies capable of carrying out a site visit to verify appropriate use of fund and take photographs of the site as well as auditing financial transactions (photographs may be substituted by those taken by the applicant.)
- ☐ (For construction of facilities) A copy of land title or lease contract
- ☐ (As necessary) Permission of practice from the relevant governmental institution
- ☐ Applicant's organization's brochure or anything that can provide basic information of the organization (if any)
- ☐ (Only for a school construction project) Student allocation diagram showing the number of students placed in each classroom both before and after the implementation of the project (sample attached at the end)
- ☐ (Only for equipment procurement project) A map or diagram showing the installment plan of the equipment (sample attached at the end)

_____, ____
(Month) (Day), (Year)

(Name of Person in Charge)

(Title)

(Name of Organization)

(Signature)

Financial report for the past two years		
Applicant Organization:		
		(Currency:)
Item	20XX	20XX
Income		
Total (A)		
Expenditure		
Total (B)		
Balance (A)–(B)		
【Example】		(Currency: USD)
Item	2017	2018
Income		
Grant from Donors <i>(Please specify their names)</i>	40,000	50,000
Budget allocation from the Ministry of Health	12,000	11,000
Medical treatment fees	9,000	9,500
Prescription charges	1,000	1,200
Total (A)	62,000	71,700
Expenditure		
Labor	45,000	42,000
Purchase of Medicine	1,200	1,200
Meals for Patients	5,000	6,000
Cleaning	500	550
Electricity	1,300	1,450
Water	1,250	1,580
Fuel	3,500	3,280
Total (B)	57,750	56,060
Balance (A)–(B)	4,250	15,640

Sample of Student Allocation Diagram

Before the project

Number of classrooms: 12

Number of pupils: 341 (18 classes)

	31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	All day learning
Morning	29 pupils (3rd grade)	29 pupils (3rd grade)	30 pupils (4th grade)	30 pupils (4th grade)	26 pupils (5th grade)	27 pupils (5th grade)	Half day learning
Afternoon	29 pupils (3rd grade)	29 pupils (3rd grade)	29 pupils (4th grade)	29 pupils (4th grade)	27 pupils (5th grade)	27 pupils (5th grade)	

After the project2 seriously degraded classrooms will be demolished¹.

Number of classrooms: 18

Number of pupils: 341 (18 classes)

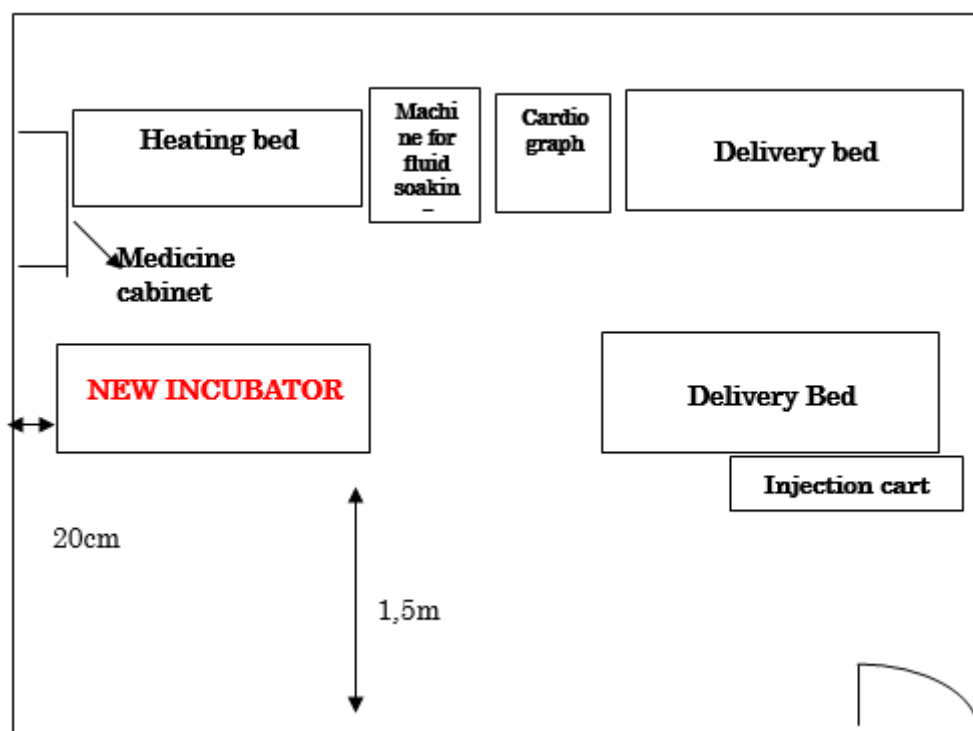
	31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	All day learning
	29 pupils (3rd grade)	29 pupils (3rd grade)	29 pupils (3rd grade)	29 pupils (3rd grade)	All day learning		
New 2-storey 8 classroom building	30 pupils (4th grade)	30 pupils (4th grade)	26 pupils (5th grade)	27 pupils (5th grade)	All day learning		
	29 pupils (4th grade)	29 pupils (4th grade)	27 pupils (5th grade)	27 pupils (5th grade)			

(Attachment)

¹ Note: In the case that some rooms are too degraded that they will be demolished after the project, you should describe that too. For example, in this case 2 seriously degraded rooms will be demolished after the project.

Sample of Equipment Allocation Diagram

DELIVERY ROOM- INCUBATOR



Room's area: Length: 5,5m; Width: 3,5m

Note: incubator location is 1,5m away from the wall