

GUIDELINES
GRANT ASSISTANCE FOR
GRASSROOTS HUMAN SECURITY PROJECTS
(GGP)

Embassy of Japan to the Cook Islands in New Zealand

The Grant Assistance for Grassroots Human Security Project (GGP) is a framework that essentially supports NGOs and local public institutions in order to respond to various development needs in a prompt and precise manner, but on a comparatively small scale. The GGP primarily targets projects contributing to improve Basic Human Needs at the community level, building on the concept of “Human Security”

ELIGIBLE RECIPIENTS

The Embassy of Japan to the Cook Islands in New Zealand accepts applications from the following organisations that has at least **2 years** background of operational in the Cook Islands:

- (1) **Non-Government Organisations (NGOs);**
 - (2) **Local Government Units (LGUs); and**
 - (3) **Non-Profit Organisations such as public schools and medical institutes.**
- Individuals and profit organisations are NOT eligible.**

PROJECT AREAS

Projects that fall within in the following areas can be assisted.

(1) Meeting Basic Human Needs

- (a) Health and Medical Care
 - Upgrading of health stations and units, and hospitals in rural areas and in strategic outlying areas
 - Maternal and Child Health, Family Planning or Reproductive Health in areas with high fertility rates
- (b) Potable Water
 - Water system development in rural areas with no access to water
 - Water quality improvement in areas with high incidence of water-borne diseases

(2) Social Welfare

- (a) Welfare and empowerment of marginalised sectors (children, elderly, indigenous people, persons with disabilities, women, etc)

(3) Basic Education and Human Resource Development

- (a) Building and repairing school buildings in rural areas and schools with poor educational environments
- (b) Building and repairing training centre buildings for human resource development and community development

(4) Environmental Protection/Disaster Relief

- (a) Community-Based Resource Management
 - Coastal Resource Management
 - Agro-Forestry/Reforestation

- Biodiversity Conservation
 - Solid Waste Management
- (b) Disaster Relief (for internally displaced people and victims of natural disaster)

(5) Reduce Vulnerability

- (a) Strengthening sustainable economic infrastructure
- Community's Fisheries, Agriculture Development

GRANT AMOUNT

Japan's GGP grant is generally capped at **10 million Japanese yen (approximately NZ\$ 144,927 in FY 2021)** per project. (**Note: Exchange rates fluctuate year by year**)

INELIGIBLE ITEMS Please read the notes on the application form carefully.

Japan's GGP grant **cannot** be used for the following:

- (1) Operation expenses:
- (a) staff salary or wages;
 - (b) electricity and water consumption;
 - (c) rent for homes or office;
 - (d) fuel and/or gas for vehicles;
 - (e) consumable (supplies, etc);
 - (f) equipment for applicant's office (e.g. photocopy machine, personal computer, printer, fax machines, cellular phones, etc)
- (2) Working Capital for livelihood or income-generating projects;
- (3) Purchase of food and medicines **except** for emergency relief and/or medical operations;
- (4) Purchase of Animals;
- (5) Scholarships;
- (6) Purchase of land;
- (7) Equipment and/or facility for rent for purpose of income generation;
- (8) Fund missionary projects, political activities or activities related to elections, commercial projects, and projects supporting specific doctrines or ideologies, or military projects; and
- (9) Payment for GST, customs and duties, registration, license, certification fees, etc.

APPLICATION, APPROVAL AND IMPLEMENTATION PROCEDURE AND PROCESS

(1) SUBMISSION OF A REQUEST PAPER OR/AND APPLICATION FORM

An applicant sends a project request paper to the Embassy of Japan. The Embassy of Japan accepts project request papers on a year-round basis.

If the project request papers are accepted, then additional information may be required to be submitted to the Embassy.

(2) EXAMINATION OF THE PROJECT/SITE VISIT

The Embassy evaluates the project proposal. Since the Embassy of Japan receives many more applications than it can possibly support, funds are therefore provided only to those projects found to be most urgent and suitable after detailed examinations and evaluations. This means that even proposals, which pass the initial requirements and examinations of the Embassy, still need to meet the high priorities of the Ministry of Foreign Affairs (MOFA) in Japan for final approval.

During this period, the Embassy conducts a thorough background check on the requesting organisation and the validity of the documents provided. To check the feasibility of the project proposed, the Embassy of Japan may conduct an appraisal visit to the project site.

The Embassy of Japan may conduct the above-mentioned examination with an appropriate agent on an as-needed basis.

(3) FINAL APPROVAL

Once approved by the Ministry of Foreign Affairs of Japan (MOFA), the Embassy advises the recipient organisation of the next steps to progress to the signing the Grant Contract.

SELECTION CRITERIA

In order to identify appropriate projects and to assure accountability, GGP has the following considerations and criteria in screening submitted request papers/application and evaluating full proposals:

- (1) Capability of the applicant (track record, financial management capacity, implementation capability and monitoring system): It is important for recipient organisations to convince the Embassy of their ability to implement the project. Detailed descriptions of past achievements along with a list of staff and their duties should be provided.
- (2) Project feasibility: The project is feasible in terms of its cost and timeframe. Applicants must discuss in complete detail how the proposed project will be implemented. A comprehensive implementation scheme or plan should be submitted along with the market study or profit-cost analysis.
- (3) Sustainability: The Government of Japan cannot provide funding for salaries and other recurring operational costs.
The outcomes of the project must also be sustainable after the project has been completed.
- (4) Appropriateness and cost-effectiveness of requested amount: All recipient organisations are required to submit quotations from three different suppliers/contractors. The Embassy may also ask the recipient organisation to exclude items it deems inappropriate to receive funding assistance.
- (5) Necessity, urgency and impact of the proposed project: The Embassy highly considers the importance of proposals to improve the situation of its target beneficiaries. Therefore, applicants must clearly discuss the problems that they want to address and the expected direct benefits of the project to its target beneficiaries.

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Economic Cooperation Section

Embassy of Japan to the Cook Islands in New Zealand

By post: P.O. Box 6340, Marion Square 6141, New Zealand

By email: development@wl.mofa.go.jp

Website: <https://www.nz.emb-japan.go.jp/jointad/ck/en/index.html>

Please be sure to keep a copy of the original project request paper and full proposal for your reference.