

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 **20 million Japanese yen (approximately NZ\$232,558 in FY 2024)** 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.

GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP)

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.

Application form is attached herewith

**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 applicant organisation	
<i>Please fill in the formal name of your organisation.</i>	
(3) Address	
(4) Contact person	
Name:	
Position:	
Phone number:	
E-mail address:	
(5) Responsible individual authorized to sign the Grant Contract	
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 organisation (h) other)	
<i>Please select the status of your organisation and attach a copy of document certifying the registration or incorporation in your country.</i>	
(7) Year of Establishment	
(8) Personnel	

<i>In addition to the representative, please include also the number of staff, members, etc.</i>			
(9) Main activities			
<i>If there is certain document or booklet introducing your activities, please attach it to this form.</i>			
(10) Financial situation			
<i>Please explain the financial record for the past two years by filling in the annexed form. In addition, if your organisation has fixed assets or liabilities, please specify below.</i>			
(11) Past assistance			
<i>Has your organisation received any financial/technical assistance from Japanese government, foreign governments, international organisations or NGOs? If yes, please specify below.</i>			
Year	Name of Donor	Grant Amount	Contacts
2. PROJECT			
(1) Title of the Project			
(2) Project Site			
<i>Please enclose a map and indicate the distance from nearest well-known towns.</i>			
(3) Background of the Project			
<i>Describe the following points. If necessary to provide details, please prepare a separate reference document.</i>			

1. *Economic and social situation in the target region.*
2. *Development challenges faced by the population. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.*
3. *Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and you need assistance of the GGP/KUSANONE .*

(4) Objectives of the Project

Describe the objectives of the project as clearly as possible.

Explain the link of the development challenges and problems to the objectives of the project.

(5) Expected outcome of the Project

Identify the beneficiaries, their number, location, and anticipated benefits that they will receive as the outcome of the project.

(6) Estimated Cost of the Project

To the greatest extent possible, please submit estimates/quotations from three different suppliers for each item to be covered by the GGP/KUSANONE. If not possible, please provide reasons. As for equipment, please specify the type and its manufacturer.

【The GGP/KUSANONE Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

【Recipient Organisation's Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

(7) Implementation, Operation and Maintenance Plan

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

- Recent performance as an organisation
- 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) Duration of the project

From MM/YY to MM/YY (months)

In principle, the Project should be completed within one year after the contract date

General Instructions

1 Responsibilities of the recipient organisation

It is the responsibility of the recipient organisation 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 mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign and reinforcement of community association contingent on tangible items may also be eligible for support.

(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

(3) In general, the following items are not eligible for the GGP/KUSANONE and

should be shouldered by the recipient organisation. However, the following items may be supported by the GGP/KUSANOE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established the recipient organisation.

- A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)
- B Maintenance and management costs for the provided goods
- C Vaccines
- D Consumables, small fixtures
- E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)
- D General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
- E Electronic equipment such as personal computers, etc.
- F Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANOE, account maintenance commission, foreign-exchange fee, etc.)
- G Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments
- H Import-related taxes (customs duty, internal tax, value-added tax etc.)

***Notes on taxes**

- In principle, the import-related taxes for the items covered by the GGP/KUSANOE should be exempted or reimbursed. It is the responsibility of the recipient organisation 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 organisation, the grant may cover the cost of these taxes.
- As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes. *Please consult the Embassy of Japan for more details.*

3 Opening of a dedicated bank account

After the approval and the signature of the Grant Contract, the recipient organisation will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organisation, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Embassy of Japan is required for the recipient organisation to make every payment to suppliers or other relevant parties out of the dedicated bank account. On this matter, it is the responsibility of the recipient organisation to make necessary arrangements with an appropriate bank in the country where the project is implemented.

4 External audit

(1) In principle, after the completion of the project, the recipient organisation 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 organisation or individual 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 principle, like other items, a comparison of estimates from three suppliers should be carried out.

(3) Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organisation. 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)

(4) In some exceptional cases, where there are no qualified organisations 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.*

5 In 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.*

6 Reporting

It is the role of the recipient organisation to compile and submit to the Embassy of Japan an interim report if applicable and a project completion report using the formats in annex.

7 Visibility

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

8 Attachments to this Application form

- ☐ Map
- ☐ (For construction of facilities) Schematic design and/or dimensioned drawing
- ☐ Financial report for the past two fiscal years
- ☐ Estimates/quotations for each good and/or service from three suppliers
- ☐ (For construction of facilities) A copy of land title or lease contract
- ☐ (As necessary) Permission of practice from the relevant governmental institution
- ☐ (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment
- ☐ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.
- ☐ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction
- ☐ (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and auto insurance
- ☐ (To the extent possible) Booklet of your organisation

I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.

_____, _____

(Month) (Day), (Year)

(Name of Person in Charge)

(Title)

(Name of Organisation)

(Signature)

Financial report for the past two years

Applicant Organisation:

(Currency:)

Item	20XX	20XX
Income		
Total (A)		
Expenditure		
Total (B)		
Balance (A)-(B)		

【Example】

(Currency: NZD)

Item	2023	2024
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