

Application Guideline – FY 2025

Grant Assistance for Grassroots Human Security Projects (GGP)



**From
the People of Japan**

Embassy of Japan in Lebanon

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Please carefully read through the guideline and make sure to follow instructions.

To complete the application, applicants need to submit:

- **Application form (Template 1)**
- **Photo sheet (Template 2),**
- **Financial report (Template 3) & Budget Breakdown (Template 4).**

1. Introduction – What is GGP?

The government of Japan offers small-scale grants for development projects in order to meet the diverse needs of the vulnerable communities and people. The Grant Assistance for Grassroots Human Security Program (GGP)/ KUSANONE was established to assist NGOs and local public authorities to implement projects directly benefiting the people at grassroots level as well as contributing to the socio-economic development.

In Lebanon, 322 GGP projects have been implemented by various organizations since 1996, that has so far amounted to more than 32 million U.S. dollars.

2. Areas of Focuses

The GGP aims to meet the basic needs of socially and economically vulnerable people and to improve the livelihoods of deprived communities.

Our priority Areas are:

- **Health**
- **Education**
- **Environment (Waste Management and Water)**
- **Demining and UXO clearance**

Applications are screened with the following criteria:

- **Direct impact on livelihoods for beneficiaries**
- **Relevance to basic human needs**
- **Urgency**
- **Sustainability**

3. Size of Grant

In principle, the grant amount per project does not exceed **20 million JPY** (financed in USD: roughly up to **\$135,000**). (subject to exchange rate)

N.B. Demining projects have a different funding scheme, which goes beyond the maximum amount of the GGP grant (approximately up to **\$270,000**)

The exact amount of the funding in US dollars varies depending on the exchange rate from yen to US dollars in each fiscal year. The final budget ceiling will be announced to shortlisted applicants after application submission.

4. Eligible Recipients

The GGP targets the following organizations that implement development projects at grass-roots level.

- **Registered Non-Governmental Organizations (NGOs)**
- **Private Schools and Semi-Private Schools***
**Schools that are partially financed by the Ministry of Education and Higher Education.*
***For the project with public schools, NGO should apply for the grant on behalf of the public schools.*
- **Medical Institutions (i.g. Hospitals and, Dispensaries)**
- **Local Authorities (Municipalities, Union of Municipalities)*****
****Although local authorities are eligible for GGP, it is strongly recommended to apply through NGOs due to the current banking situation in Lebanon. .*

Each organization should have **at least 2 years of experience in the field of the project scopes**. The Embassy cannot fund newly established organizations, pilot projects, initial start-up costs etc.

In principle, Ministries, central governmental agencies or international organizations are not eligible for the GGP.

Only one (1) application will be considered per organization.

Below are the most common reasons for an application to be rejected:

- ✓ Organization’s capacity is too weak (i.e. limited staff/ experience/ financial status)
- ✓ Proposed project consists only soft components such as capacity building, training
- ✓ Incomplete application form (i.e. required information is missing)
- ✓ Applicant is not eligible for GGP (i.e. commercial activities/ no previous project experience)
- ✓ Project that does not directly benefit the grassroots levels (i.e. capacity building of applicants, research activities in higher education institutes)

5. Eligible Items

(1) **The GGP/KUSANONE mainly supports tangible items** such as:

- Construction of buildings and small-scale infrastructure
- Provision of equipment
- External Auditing fee (*1)
- Cost of the visibility plaque that indicates the assistance from Japan (*2)

NOTE: Feasibility studies of the project must be completed before applying to GGP.

External Audit (*1)

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. The external audit shall be performed by an organization with official audit qualification in the country where the project is being implemented.

The necessary fees for performing the external audit might be eligible for support by the GGP, but preferably to be beard by a recipient organization.

The audit report should contain the following elements:

- Verification of financial records of the project.
- Verification of facts (procurement and delivery of equipment, use of equipment, etc.)

Visibility (*2)

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, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

The necessary fees for visibility plaque might be eligible for support by the GGP, but preferably to be beard by a recipient organization.

(2) **In principle, the GGP/KUSANONE does **NOT** cover the following items:**

- Consumable (food, medicine, vaccination)
- Consultation fees, Feasibility study fees.
- Operational expenses (office rental fees, salaries for employees etc.)
- Contingency Funds
- Expenses incurred on individual or corporate profit-making activities
- 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.)

- Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes
- Research expenses that do not have clear direct benefits for the population
- Maintenance and management costs for the provided goods
- Vehicles (that can be used for private purpose)
- Electronic equipment such as personal computers, phones, tablets etc
- 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.)
- Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments
- Import-related taxes (customs duty, internal tax, **value-added tax: VAT** etc.)

The operations of the project must be independently financed by your organization. In order to convince the Embassy that you can maintain the project, **you must show that you have sufficient funds to cover running costs.**

6. Project Duration

The project must be completed within **ONE YEAR** from the date of Grant Contract.

7. Required Documents for Application : Template 1 - 4

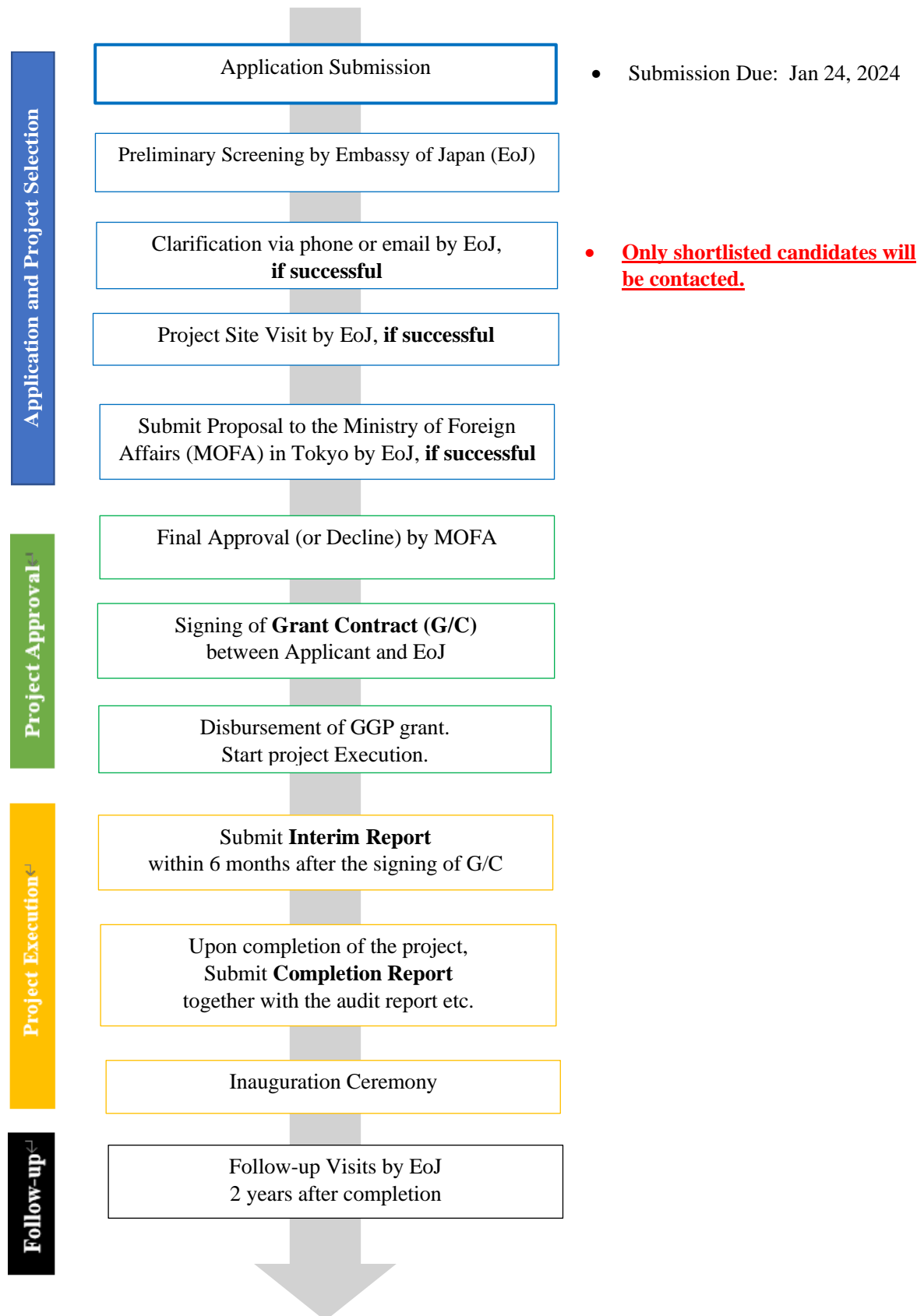
Following documents are required to submit. Please use the Templates from the guideline:

- **Application form (Template 1)** together with:
- **Attachments**
 - (1) **Photo Sheet** of the Current Situation of the Project Site (**Template 2**)
 - (2) **Financial Report** (FY2024, 2023) (**Template 3**)
 - (3) **Budget Breakdown (Template 4)**
 - The requested amount should be reasonable and fair in terms of local market prices, and must be calculated based on the result of **Quotations from three (3) different suppliers (VAT excluded)**.
 - Audit fees and visibility fees could be covered by the GGP/KUSANONE, but does not need to include their fees at the stage of application submission. Embassy will provide more information for the shortlisted candidates.

8. Opening a Dedicated Fresh US Dollar Bank Account

After the approval and the signature of the Grant Contract, the recipient organization will be required to prepare a **dedicated Fresh US Dollar bank account**, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. **It is the responsibility of the recipient organization to make necessary arrangements to prepare dedicated Fresh US dollar account.**

9. Flow Chart of GGP



10. How to Apply

Submit below documents via email (ggp@bt.mofa.go.jp) by **15:00, January 24, 2025 (Fri)**;

- Application Form (**Template 1: PDF+Word**)
- Photo Sheet (**Template 2: Word**)
- Financial Report and Budget Breakdown Sheet (**Template 3&4: Excel**).

No additional documents should be attached. Application sent via post not will be accepted.

The E-mail title should be “**GGP application (the name of your organization)**”.

If you do not receive a confirmation email of application receipt from the Embassy within 3 weeks, please contact us.

If the volume of the attachment file is over 10 MB, please use applications such as WeTransfer, Google Drive or divide it into several emails and indicate numbers of emails.

Important Notes

- You are advised to carefully read through the guidelines and make sure to follow instructions.
- **No meetings and consultation from the Embassy will be conducted before the application submission.**
- Any deviations from the guideline will lead to automatic disqualification of your application.
- Applications submitted after the deadline will not be accepted. Applicants are advised to submit applications well in advance to avail sufficient time for review. Earlier submission is highly recommended.
- Please make sure that the application form is completely filled with all the relevant details together in English.
- **Only shortlisted applicants will be contacted.**
- Please be aware that until your project is officially approved, the Embassy of Japan does not guarantee its funding possibility, although it is your responsibility to ensure that all efforts are made to increase your eligibility for the opportunity.
- The Embassy of Japan reserves the right to approve or decline any application at its sole discretion and no correspondence shall be entered into.
- In case of any false information, instability, suspicion, unethical behaviour or corruption observed or identified by the Embassy of Japan in relation to your organization, the Embassy of Japan will disqualify your project at any stages in the GGP process.