

EMBASSY OF JAPAN

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Grant Assistance for Grassroots Projects (GGP)

INFORMATION SHEET

(Please read carefully before submitting any proposals)

1. OBJECTIVES

The Grant Assistance for Grassroots Projects (GGP) programme provides non-refundable financial assistance to NGOs, CBOs, hospitals, primary schools, research institutes, local governments and other non-profit associations, to help implement their development projects.

The availability of GGP funding in each eligible country provides Japanese ODA new means of cooperation that has direct impact on the well being of grassroot communities.

2. ELIGIBLE RECIPIENTS

Any type of non-profit organisations can be a GGP recipient. The only requirement is that it be a non-profit organisation implementing development projects at the grassroots level in Nigeria.

The following are examples of potential recipients;

- International or local NGOs (Of any nationality)
- Hospitals
- Primary schools
- Research Institutes
- Local Governments
- Community Based Organisations (CBOs)
- Other non-profit associations

3. PROJECT AREAS

As long as a development project is geared towards grassroots assistance, it can be eligible for financing under the GGP scheme. However, particular attention is given to projects in the following areas:

- Primary health care
- Primary education
- Poverty relief
- Public welfare, Environment
- Water supply

Particular attention is also given to projects involving women in development activities (WIN).

4. AVAILABLE FUNDS

GGP funds are provided after an examination and evaluation of each application on an annual project by project basis.

Grant amount per project generally cannot exceed 5 million Japanese Yen (approximately 5 million Naira.)

Prospective applicants should note that the following budget items can not be financed:

- Salaries
- Fuel
- Travel expenses
- Per diem charges
- Other administrative and operating costs of the organisation

5. HOW TO APPLY

If your organisation satisfies the conditions described above and you are interested in the GGP funds to implement a development project, submit a '**SUMMARY OF PROJECT**' to the Embassy of Japan in Nigeria (Summary of Project Form is available at the Embassy).

The Embassy of Japan will firstly examine whether or not your project is in line with the funding criteria. If it is found appropriate, a full '**APPLICATION FORM**' would be forwarded to you. At the return of the completed Application Form, a Research team would be dispatched to investigate your project sites if the project is still considered viable.

6. APPLICATION FORM

A filled Application Form must be accompanied by;

- a detailed budget for the project,
- Incorporation/Registration certificate of your organisation,
- a map showing the project site,
- a feasibility study for the project,
- Brochure and a copy of the regulations of your organisation,
- the project design or plan,
- a copy of organisation's past activities,
- cost quotations from 3 Contractors/Suppliers,
- brief write up on how to ensure sustainability and management of the project after completion

When submitting your application form, please bear the following in mind;

- 1) In selecting project for funding, the Government of Japan places a high priority on the impact and sustainability of the project. First and foremost, you must convince the Embassy that your organisation is capable of the sound management of sustainable development projects. A detailed and verifiable description of the past activities or achievements of your organisation would therefore be required.
- 2) As mentioned above, the Government of Japan cannot provide funding for salaries and other recurrent costs. In order to convince the Embassy that you can maintain the project, you must show that you have sufficient funds to cover running costs. In some cases, counterpart funding may be required.
- 3) Pro forma estimates must be supplied for each budget item so that we can ensure value for money. Estimates from 3 different Contractors or Suppliers should be submitted wherever possible.

7. MISCELLANEOUS REQUIREMENTS

- 1) Funds received must be used exclusively within the framework of the implementation of the project. The Embassy of Japan reserves the right to claim a refund of the grant if the funds are used for any purpose other than for the implementation of the project.
- 2) It would be preferable if the recipient organisation could maintain separate accounting for the grant in order to facilitate audit operations by the Embassy of Japan or its representative.
- 3) Regardless of the project's starting date, grant funds shall be disbursed prior to March 31 (the end of Japanese fiscal year).
- 4) If the recipient organisation finds that it has to modify the project plan for any unexpected reason, it must consult the Embassy and seek its approval.