

(Form 1)

Application for Grant Aid for Japanese NGO Projects
(Assistance for development cooperation projects, NGOs Partnership
Projects, Shipment of recycled goods, micro-credit capital assistance,
and anti-personnel mine-related measures)

I. Applying organization

(1) Name of applying organization (Name to be rendered also in either English, French, Chinese or Spanish)

(2) Address

(3) Headquarters contact details

(i) Phone number

(ii) Fax number

(iii) E-mail address

(iv) Responsible individual

(Name)

(Title)

(4) On site contact details

[Note] Please fill in a contact point that can be contacted by the Japanese diplomatic mission in the country in question.

(i) Phone number

(i) Fax number

(iii) E-mail address

(iv) Responsible individual

(Name)

(Title)

(5) Has your organization ever before received financial or technical assistance from a foreign government, international organization or NGO? (If yes, please describe the content of the assistance)

(6) Overview of the applying organization

Please use form 1-b and attach it to this application.

[Note] If you have already made an application this fiscal year for Grant Assistance for Japanese NGO Projects, or NGO Project Subsidy, please note this and do not fill in the rest of the form.

2. Project

(1) Title of the Project (proposed name)

(2) Project site (including the distance from the nearest large city)

[Note] Please fill out the above (1) and (2) in the official language of the country where the project will be implemented as well as in either English, French, Chinese or Spanish.

(3) Outline of the project

(a) Project objectives and contents

(b) Background and need for the project (including local needs, participation of local people during the project cycle, benefits for women and children, consideration for environmental issues)

(4) Maintenance plan after the project

(5) Estimated number of people that would benefit from the implementation of the project (population benefited)

(6) Expected results of the project

(Please describe in the greatest detail possible the expected results in relation to the project objectives, and how the project would contribute to the accomplishment of the objectives)

(7) Estimated costs of the entire project (fill out a cost estimate on form 1-a)

[Note] Please attach a breakdown (using form 1-a) of costs for goods and services that will be purchased using Grant Assistance for Japanese NGO projects and implementing expenses burden on headquarters.

(8) In the case that an application is being made for Grant Assistance for Japanese NGO Projects for one part of a total project, from where is it projected that other expenses will be procured?

(9) Project implementation period

From MONTH YEAR to MONTH YEAR

Please submit the application with the following documentation attached:

- NGO charter
- Certified copy of register for incorporation
- Certificate of a seal impression
- Articles of incorporation, act of endowment, bylaws, etc.
- Proof of property (proof of bank balance)
- Plans for this year's activities and reports on the previous two years of activities
- Income and expenditure estimates for the current fiscal year and the income and expenditure statements for the previous two fiscal years
- Reports (in the case that an audit has been undertaken)
- List of directors
- List of staff (clarifying whether they are permanent staff or part-time staff, and whether they are paid or unpaid and details of work undertaken)
- Other reference materials such as construction planning reports and blueprints as necessary
- Map of project site
- Details of project design and specifications
- Estimates from three parties for goods and services to be purchased
- In the case of assistance for sectoral cooperation, a copy of contracts concluded with primary contractors and other NGOs, etc.

(There may be cases according to necessity where other documents are requested for submission)

Date _____

Organization name, name of representative, signature

(Form 1-a)

Details of Project (Including Estimate of Expenses)

1. Project

Project name		Total expenses	
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2. Breakdown of expenses

Item	Requested amount	Breakdown		Calculation basis (Use the currency the expenses will actually be incurred in. (Attach three estimates regarding the expenses for equipments and materials, purchase of equipments and facility construction.)
		Grant aid	Self-funding	
1. Local project expenses (A) Direct expenses a) Expenses for construction of clinics b) Medical and equipment expenses (B) "Soft" expenses a) Expenses for holding meetings and seminars, etc. Expenses for hiring a meeting venue Costs for inviting lecturers b) Employment expenses for local staff c) Project management expenses Rental expenses for local offices Communication expenses d) Expenses for the invitation of experts (attach brief background description) Travel expenses Honorariums for experts <u>2. Implementing expenses burden on headquarters</u>				Construction expenses Anesthesia apparatus US\$XX x Y units Sterilizer US\$XX x Y units (Attachment X) Salary: US\$XX per month x Y persons x Z months US\$XX per month x Y months Air fare and accommodation expenses US\$XX per month x Y persons x Z months (Attachment Y)

(A) Personnel expenses for headquarters staff (attach brief background description) (B) Meeting expenses (C) Rental expenses for equipments 3. External auditing expenses				Salary: SS yen per month × Y persons × Z months XX yen per month × Y months (Attachment Z)
Total (According to the actual currency to be paid)				
Total (YEN)				Currency Exchange Rate:

Note: Concerning requested amount and its breakdown, each figure shall be described according to the actual currency to be paid. All attached documents should include reference numbers. English or Japanese translation is necessary when the document is written in local language.

3. Organization			
Organization representative:	Office director:		
Overseas/domestic offices			
Staff:	Total	persons (includes both paid and unpaid)	
employee (Domestic:	Full-time paid employee (Domestic:	persons;	Overseas persons) Part-time paid
persons;	persons;	Overseas	persons)
Member:	persons (Breakdown ^{Note 1} :)	
Main overseas cooperating organization(s)			
4. Finance			
FY2003 Amount settled			
●Total income		yen	
Self-funding resources		yen	
(Breakdown: Subscription:		Donation:	Income from operation
Others:		Balance carried forward from the previous FY:)	
Income from the government ^{Note 2} :		yen	
Income from international organizations and foreign governments:		yen	
(Country/Organization name:)	
Income from private aid organization:		yen	
●Total expenditure		yen	
Overseas project expenses:		Domestic project expenses:	
Office management expenses:		Others:	
Projected amount for FY2004			yen
Status of implementation of external auditing: yes / no (If yes, name of auditing company:)			
Government ^{Note 2} assistance in the past (include assistance system name, number of cases and assistance amount.)			
●FY2002			
●FY2003			

(Note 1) Individuals must be listed separately from organizations.

(Note 2) The income from the government indicates income from government ministries and related organizations and local governments including MOFA, JICA, JBIC.

*Attach reference when necessary.

(Form 1-c)

Headquarters Staff Working on the Project
(Statement of Personnel Expenses for Headquarters Staff)

- Applicant organization:
- Project being applied for (implementing country):

Name:	male	female
Date of birth (yy/mm/dd):	(Age:)	
Educational background (yy/mm): Graduated/withdrew from		
Started at the current organization on (yy/mm/dd):		
Current job assignment :		
Amount of basic pay (monthly):	yen	
(Rate per hour of the above amount:		yen)
* Attach a document for proof (A copy of pay statement, or documentation of equivalent value)		

(Note) Each staff member must complete this form.

(Form 1-d)

Information of the dispatched experts

• Applicant Organization:

• Project being applied for:

1. Name		2. Date of Birth (yy/mm/dd) (Age:)
3. Current work experience		
4. Educational background (yy/mm)	Graduated/withdrew from	
5. Professional work experience		
6. Special qualifications/skills (includes certifications)		
7. Reason for the unit cost of honorarium		

*Each expert must each complete this form.