

(Form 3)

(Document No.) XXX-03-01

Date

To: (name of the head of diplomatic mission)

Ambassador of Japan in XXXX

Or,

To: (name of official)

Official responsible for expenditure

Director of the Financial Affairs Division, Minister's Secretariat, MOFA (in the case of a contract concluded in Japan)

(Applying organization)

(Name of representative)

(Signature/seal)

Interim Report Concerning Grant Assistance for Japanese NGO Project

The following is submitted as an interim report concerning the implementation status of XX PROJECT (project name on grant contract) for which a grant contract under the Grant Assistance for Japanese NGO Projects scheme was concluded on DAY MONTH 200X.

Details

1. Status of progress (circle appropriate statement)

Progressing according to plan

Progressing ahead of schedule

Behind schedule

2. Details and status of project implementation to date

(continue on a separate sheet if necessary)

(Note)

- (i) Describe project implementation in a chronological and itemized format from the beginning of the project.
- (ii) In the case that delays have occurred, describe the specific reason.
- (iii) In the event that problems have arisen that were not initially expected at the time of planning or the start of the project, describe their specific details.

【Attached documents】

- (i) Statement of bank balance (or photocopy of bank book)
- (ii) Detailed statement of usage of funds (prescribed form: attachment 1)
- (iii) Proof of payment for expenses (documentary evidence: attachment 2)
- (iv) Photographs that help to describe the project visually

(Common format for interim and implementation completion report)

July XX, 2004

Details of Use of Funds for Grant Aid for Japanese NGO Project (Example of completed report)

- Implementing organization: XXXX Cooperation Center
- Project name (implementing country) : Water supply project in XXX village (XXX country)
- Implementation period: March 20, 2004 to November 19, 2004
- Contracted amount of grant aid (limit) : 10,000,000 yen

(1) First installment: 7,000,000 yen (disbursed on March 25, 2004)

(2) Second installment (scheduled date): 3,000,000 yen (disbursed on DATE, or NOT yet disbursed)

【Status of expenditure: from March 20, 2004 to July 19, 2004】

Date	Items for purchase/details of expenditure	Amount	Evidence/receipt
(Purchase of equipment)			
04/04/01	Purchase of two circuit bikes for traveling to site	200,000 yen	A-1
04/04/05	Purchase of six pumps	300,000 yen	A-2
04/04/25	Purchase of 500 water pipes	750,00 yen	A-3
Sub-total		1,250,000 yen	
(Construction expenses)			
04/05/10	Expenses for setting up six earth excavation scaffoldings	1,200,000 yen	A-4
Sub-total		1,200,000 yen	

(Expenses for specialized human resources)			
04/04/30	April honorarium for expert Yamada	300,000 yen	A-5
04/05/31	May honorarium for expert Yamada	300,000 yen	A-6
04/06/30	June honorarium for expert Yamada	300,000 yen	A-7
Sub-total		900,000 yen	
(Travel expenses for experts)			
04/03/28	Purchase of air ticket for Yamada	230,000 yen	A-8
Sub-total		230,000 yen	
(Expenses for local staff)			
04/04/20	Salaries for April (five persons)	250,000 yen	A-9
04/05/20	Salaries for May (five persons)	250,000 yen	A-10
04/06/20	Salaries for June (five persons)	250,000 yen	A-11
Sub-total		750,000 yen	
Total		4,330,000 yen	

(Note) (i) Record figures converted from the currency in which payment was received from the Japanese government (currency stipulated in the grant contract, e.g., yen, US\$). Explain in writing for documentary evidence the method of conversion.

(ii) Ensure that itemized expenses number correspond to those in written form (grant aid is A, self-funding is B, etc.)

(Common format for interim and implementation completion report)

Proof of Paid Expenses (Paper for documentary evidence)

Expenditure _____ yen

Evidence/receipt number:
A-1

(Note) Convert into the currency in which payment from the Japanese government was received.

Conversion method is stated below:

(Date of payment: DATE)

(Attach copy of documentary evidence of payment)

(Note) (i) Copies of the documentary evidence of payment (receipts) should be clear copies of amounts, dates, breakdown of payment (purchase or procurement) (It is possible to enlarge or reduce the original receipt)

(ii) In the case where multiple receipts exist for one expense item, please attach in chronological order, beginning with the earliest receipt. In the case where there are too many receipts, it is possible to go on to another page. (Evidence/receipt numbers should follow in order: A-1-(i) , A-1-(ii), etc)

e.g.) Local staff salaries, construction expenses, etc.

(iii) In the case where figures are not written in numerically, please ensure that the actual figure is noted numerically on the receipt.

(iv) In the case that the date is not in a standard Western calendar, please add the appropriate dates to the receipt.

(Conversion method) In the case that payment of grant aid is made in yen

- Name of currency in which payment made: US\$
- Amount of payment: US\$1,000
- Conversion rate: US\$1=120.10 yen (15 April 2004)

(Note) Conversion statement (exchange note, etc) should be pasted above

(US\$1,000 × 120.10 yen = 120,100 yen)

Notes

1. Calculation method of personnel expenses per hour

- (1) Calculate yearly amount based on monthly salary which was approved by the NGO grant aid.
- (2) Calculate the NGO's basic yearly work hours. (In case the NGO has no regulation on it, calculate it based on the basic work hours per day.)
- (3) Calculate the salary per hour ((1) ÷ (2)). Use this figure for reports throughout the project period.

<Example>

- Salary approved: 250,000 yen
 - The basic work hours on the NGO's regulation: 7 hours per day
 - work days total of the year of grant contract: 246 days
- ① Yearly amount: $250,000 \text{ yen} \times 12 \text{ months} = 3,000,000 \text{ yen}$
 - ② Yearly work hours: $7 \text{ hours} \times 246 \text{ days} = 1,722 \text{ hours}$
 - ③ Salary per hour: $3,000,000 \text{ yen} \div 1,722 \text{ hours} = 1,742 \text{ yen}$

2. Management of the Report

- (1) Sum up the figure monthly.
- (2) The maximum work hours per day which will be paid by the NGO grant aid is 8 hours. The minimum unit is half an hour for the calculation.
- (3) Work hours on weekends and holidays will not be paid by the NGO grant aid.
- (4) The maximum salary per month to be paid by the NGO grant aid is the figure approved.

(5) In cases where the grant contract is signed in the middle of month, the maximum salary to be paid will be pro-rated accordingly.

<Example>

- Date of grant contract signed: July 15
- The salary approved: 250,000 yen
- The maximum salary to be paid in the first month:

$$250,000 \text{ yen} \div 17/31 \text{ days} = 137,096 \text{ yen}$$

(6) Work hours for fund raising will be paid by the NGO grant aid.

Form 3-c

Report of Activities of Grant Assistance for Japanese NGO Projects (for the use of personnel in charge at the headquarters)

For the period of (yy/mm/dd): -

【Calculation method of personnel expenses】 *Personnel expenses must be calculated each month
 (monthly salary of the full pay)÷(A: basic work hours of the applying month)×(B: hours engaged in the NGO grant aid of the applying month) = (personnel expenses of the applying month)
 (Example) (250,000 yen [Salary for June out of the full pay] ÷200 hours (A)×26 hours (B))=32,500 yen (personnel expenses for the NGO grant aid for the month of June)

●Organization: _____
 ●Project/implementing country: _____
 ●Name of personnel in charge: _____

(mm/dd)

/ (Monday)		/ (Tuesday)		/ (Wednesday)		/ (Thursday)		/ (Friday)		/ (Saturday)		6 / 7 (Sunday)	
09:00		09:00		09:00		09:00		09:00		09:00		09:00	
12:00		12:00		12:00		12:00		12:00		12:00		12:00	
15:00		15:00		15:00		15:00		15:00		15:00		15:00	
18:00		18:00		18:00		18:00		18:00		18:00		18:00	
·Work hours for : hr. min.		·Work hours for : hr. min.		·Work hours for : hr. min.		·Work hours for : hr. min.		·Work hours for : hr. min.		·Work hours for : hr. min.		·Work hours for : hr. min.	
·Of which engaged in NGO grant aid project: ___hr. ___min.		·Of which engaged in NGO grant aid project: ___hr. ___min.		·Of which engaged in NGO grant aid project: ___hr. ___min.		·Of which engaged in NGO grant aid project: ___hr. ___min.		·Of which engaged in NGO grant aid project: ___hr. ___min.		·Of which engaged in NGO grant aid project: ___hr. ___min.		·Of which engaged in NGO grant aid project: ___hr. ___min.	
(Work related to NGO grant aid)		(Work related to NGO grant aid)		(Work related to NGO grant aid)		(Work related to NGO grant aid)		(Work related to NGO grant aid)		(Work related to NGO grant aid)		(Work related to NGO grant aid)	

○Total work hours between / (Monday) - / (Sunday): hr. min.

○Of which time worked for activities of grant aid: hr. min.

*However, the maximum number of work hours per day which will be paid for as an activity related to grant assistance for Japanese NGO projects, for both domestic and overseas (where the project is implemented), is set at 8 hours. (Anything less than 10 minutes will be rounded down.)

(Note) This activities report must be attached to the settlement report (account detail report) with the completion of the project.

[Confirmation by the organization representative]
 I hereby confirm that _____ engaged in the activity as mentioned above.
 Date: _____ Signature: _____

Example

Report of Activities of Grant Assistance for Japanese NGO Projects (for the use of personnel in charge at the headquarters)

For the period of 2004/6/1 - 2004/6/7

Please refer to the Notes attached.

Organization: (special activity) Association Battling World Poverty

Project/implementing country: Construction Plan of Vocational

Training Center in Poverty-stricken areas of XX City/XX Country

Name of personnel in charge: XXX XXX

6/1 (Monday)		6/2 (Tuesday)		6/3 (Wednesday)		6/4 (Thursday)		6/5 (Friday)		6/6 (Saturday)		6/7 (Sunday)		
09:00	(8:50 Come into work) 09:00-10:30 NGO grant aid (Project A) 10:30-12:00 JICA grassroots technical assistance (Project C) 12:00-12:45 Lunch Break 12:45-16:30 Attend the conference held by the educational NGO network and the Ministry of Foreign Affairs (MOFA) 16:30-18:30 NGO grant aid (Project A) 18:00 (18:40 Leave work)	09:00	(8:55 Come into work) 09:00-10:00 Regular liaison meeting 10:00-12:00 NGO grant aid (Project A) 12:00 12:00-12:45 Lunch Break 12:45-15:30 Meeting on donation campaign 15:00 15:30-18:00 NGO grant aid (Project A) 18:00 (18:05 Leave work)	09:00	10:30 Depart from Narita 12:00 To XXX on flight no. XXX 15:00 16:00 Arrive in XXX 18:00 (Stay at XXX City)	09:00	09:30 Depart from XXX City (Transfer to XXX City by bus) 12:00 12:00 Arrive in XXX City (Checkin to the hotel ·lunch) 15:00 14:00-18:00 NGO grant aid (Project A) 18:00	09:00	09:30-18:00 NGO grant aid (Project A) 12:00 15:00 18:00	09:00	10:00-16:00 NGO grant aid (Project A) 12:00 15:00 18:00	09:00	12:00 15:00 18:00	Holiday
· Work hours for 6/1: 9 hr. 50 min.		· Work hours for 6/2: 9 hr. 10 min.		· Work hours for 6/3: 0 hr (moving day)		· Work hours for 6/4: 4 hr. 0 min.		· Work hours for 6/5: 8 hr. 30 min.		· Work hours for 6/6: 6 hr. 0 min.		· Work hours for 6/7: 0 min.		
· Of which engaged in NGO grant aid project: 3 hr. 30 min.		· Of which engaged in NGO grant aid project: 4 hr. 30 min.		· Of which engaged in NGO grant aid project: 0 min.		· Of which engaged in NGO grant aid project: 4 hr. 0 min.		· Of which engaged in NGO grant aid project: 8 hr. 0 min.		· Of which engaged in NGO grant aid project: 6 hr. 0 min.		· Of which engaged in NGO grant aid project: 0 min.		
(Work related to NGO grant aid) · Preparation for dispatching Expert A (flight reservation, procedures for overseas insurance, etc.) · Compile notification mail regarding the next cash transfer to the local management staff · Prepare a draft for the midterm report to be submitted to MOFA · Report the status of the project progress to the organization representative and office director		(Work related to NGO grant aid) · Visit bank C to transfer cash for project expense · Shipment of equipments related to Project A · Prepare for the business trip; make sure the staff remaining is aware of the procedures related to Project A		(Work related to NGO grant aid)		(Work related to NGO grant aid) · Managerial meeting at the office of the representative stationed in XXX · Account book checking		(Work related to NGO grant aid) · Be present during the bank procedures · Managerial meeting with the personnel in charge at the Citizens' Affairs Bureau of XXX City (in the morning) · Briefing and visitation to construction sites by the local counterpart G Association (in the afternoon)		(Work related to NGO grant aid) · Interview of local residents · Meeting with the resident officer · Filing documents		(Work related to NGO grant aid)		

Total work hours between June 1(Monday) and June 7 (Sunday): 37 hrs. 30 min.

Of which time worked for activities of grant aid: 26 hr. 0 min.

(Note) This activities report must be attached to the settlement report (account detail report) with the completion of the project.

[Confirmation by the organization representative]

I hereby confirm that engaged in the activity as mentioned above.

Date:

Executive Director:

Signature: