

(Form 4)

(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)

Implementation Completion Report of Grant Assistance for Japanese NGO Project

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

Details

1. Project implementation period: DATE to DATE

2. Results of project implementation (overview)

(10-20 lines)

3. Settlement amount of Grant for Japanese NGO Project: yen

(Same as contractual amount (limit))

or, (XXXX yen less than contractual amount (limit))

4. Accounts report (income and expenditure statements for project, details of use of funds and a copy of documentary evidence of payment):

See attached document

5. Expected date of submission of external auditing report: DATE

**【Attached documents】**

(i) Accounts-related reports: income and expenditure statements for project, details of use of funds and a copy of documentary evidence of payment

(ii) Project results (Detailed report)

(iii) Photographs that help to describe the project visually

## Income and expenditure statements for project (Example)

- Organization
- Project (Implementing country)
- Project implementation period

DATE to DATE

	<u>NGO Grant Aid</u>	<u>Self Supporting</u>
<Income>		
total	<u>¥10,412,600</u>	<u>¥2,000,000</u>
<Expenditure>		
1 Local project expenses		
(A) Direct expenses		
a) Construction of clinics	<u>2,350,000</u>	
b) Medial equipment		
① Bed	252,000	
② Equipment for examination	<u>346,000</u>	
	<u>598,000</u>	
③ Vehicle		
Ambulance	3,540,000	
Motorcycle for training	<u>485,000</u>	
	4,025,000	
(Direct expenses total)	<u>6,973,000</u>	<u>0</u>

(B)	“Soft” expenses		
a)	Expenses for holding		
	Meetings and Seminars		
	①	Meetings	146,000
	②	Seminars	<u>247,200</u>
			<u>50,000</u>
			<u>393,200</u>
			<u>50,000</u>
b)	Employment expenses		
	for local staff		
			842,000
	①	Doctors and Nurses	<u>436,000</u>
	②	Administration staff	<u>1,278,000</u>
c)	Project management		
	Expenses		
	①	Office rent	<u>180,000</u>
			<u>180,000</u>
d)	Expenses for the		
	invitation of experts		
	①	Air ticket	346,000
	②	Daily allowance and	128,000
		accommodation	_____
			<u>474,000</u>

e)	Honorariums for experts	<u>                    </u>	<u>2,000,000</u>
	(Soft expenses total)	<u>2,325,200</u>	<u>2,050,000</u>
	(Local project expenses total)	<u>9,298,200</u>	<u>2,050,000</u>
2.	Implementing expenses		
	burden on headquarters		
a)	Personnel expenses		
	for headquarters staff		
	① Project coordinator	300,000	
	② Staff in charge	<u>150,000</u>	
		<u>450,000</u>	
b)	Meeting Expenses		
	at headquarters	<u>100,000</u>	
c)	Rental expenses		
	for headquarters	<u>60,000</u>	
	(Total of implementing expenses		
	burden on headquarters)	<u>610,000</u>	<u>          0</u>
3.	External auditing expenses	<u>390,000</u>	<u>          0</u>
◎	Grand total	<u>¥10,298,200</u>	<u>¥2,050,000</u>
※	Balance	<u>114,400</u>	<u>△ 50,000</u>

Note: This is a sample for a medical project. Specific items are changeable according to each project.

(Form 7)

Request for Payment (Grant contract signed at the JODM)

Date/Month/Year

To: Mr.

Ambassador

Embassy of Japan in OOO

Name of representative: \_\_\_\_\_

Name of NGO: \_\_\_\_\_

Address: \_\_\_\_\_

We request payment as listed below for the following project approved by the Japanese Government to receive funding under FY200X Grant Assistance for Japanese NGO Projects.

1. Name of project:
2. Amount:

(Form 8)

Request for Payment (Grant contract signed at MOFA)

Date/Month/Year

To: Minister for Foreign Affairs

Name of representative: \_\_\_\_\_

Name of NGO: \_\_\_\_\_

Address: \_\_\_\_\_

We request for payment to be directed to the following bank account (for the project ○○○), based on the FY200X Grant Assistance for Japanese NGO Projects Grant Contract, signed on Day/Month/Year.

1. Name of bank:
2. Type and number of account:
3. Name of account:

(Form 9)

Letter of Proxy (Example)

Date/Month/Year

To: Mr.  
Ambassador  
Embassy of Japan in OOO

Name of representative: \_\_\_\_\_

Name of NGO: \_\_\_\_\_

Address: \_\_\_\_\_

Name of proxy: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

(Name of NGO) hereby appoints OOO as the proxy and entrust him/her with the following power.

Power to be entrusted:

To sign the grant contract for the project of (NGO's name) through the FY200X Grant Assistance for Japanese NGO projects.