

Procedures

Funds are provided to appropriate projects after detailed examination and evaluation by the Japanese Government.

After Embassy of Japan receives the application form and accompanying documents from the applying organization, the Embassy will take the following steps in principle:

- 1 •Submission of application form
- 2 •Examination of the project
- 3 •Site Visit
- 4 •Approval of the project by Ministry of Foreign Affairs in Japan
- 5 •Conclusion of Grant Contract (G/C)
- 6 •Conclusion of Procurement Contract (P/C)
- 7 •Submission of “request for payment” (review of P/C)
- 8 •Disbursement of funds
- 9 •Procurement of goods and/or services
- 10 •Implementation of the project
- 11 •Auditing
- 12 •Report
- 13 •Monitoring

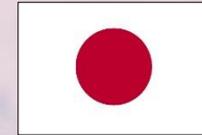
Miscellaneous requirements

- 1) Funds received must be used exclusively for the implementation of the project. 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) The recipient organization is expected to maintain separate accounting for the implementation of the project in order to facilitate auditing of the grant provided.

For more details please contact Embassy of Japan:
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Embassy of Japan
in the Republic of Kazakhstan



**Grant Assistance for
Grass-Roots Human Security Projects**

Grant Assistance for Grass-Roots Human Security Projects

Introduction

The world today is facing a variety of challenges, including poverty, starvation, infectious diseases, climate change and environmental issues, the world economic and financial crises among others. These challenges endanger many lives and force them to live in difficult circumstances.

Against this background, there is an increasing need for cooperation by the entire international community to realize a peaceful and affluent society in which everybody can live their individual lives in a human manner.

To this end, assistance should be given not only through governments of developing countries and international institutions, but also cooperation with a wide range of community-based organizations that are working at the grass-roots level is necessary (*).

The Grant Assistance for Grass-Roots Human Security Projects (GGP) was established to assist NGOs and local public authorities in developing countries in responding to various development needs in a prompt and complete manner, even though on a comparatively small scale.

This pamphlet outlines the application procedures and requirements for the GGP.

**In general, ODA financial support is implemented based on an intergovernmental grant contract. But the GGP is financial support based on a contract between the Japanese diplomatic mission and the recipient organization.*

Eligible recipients

The GGP targets nonprofit organizations that implement development projects at grass-roots level. These include:

- local and international nongovernmental organizations (NGOs),
- local public authorities,
- educational institutions,
- hospitals and medical institutions.

Project areas

1) The GGP mainly targets areas that aim to improve Basic Human Needs (BHN) such as projects that are highly beneficial at the grass-roots level and those that require timely support on humanitarian grounds.

The followings are examples of the GGP projects:

- Renovation of classroom buildings in schools
- Improvement of health facilities and procurement of fundamental medical equipment in hospitals
- Improvement of centers or shelters for children, elderly, person with disabilities, women, etc...

2) The following areas are not financed by the GGP:

- Projects limited to commercial activities and creation of employment of particular individuals and organizations, and that have uncertain direct benefits for grass-roots activities.
- Culture, art and sport projects that are less related to economic and social development
- Projects with a political or missionary purpose or the intention of military use.

Maximum limit of a grant

The maximum grant amount per project is 10 million yen in general, which is about 80-100,000 USD (fluctuated by exchange rate).

How to Apply

If your organization satisfies the condition described above and hopes to receive GGP grant assistance to implement a development project, your organization is required to submit an application form to Embassy of Japan in Kazakhstan. The application form must be accompanied by a budget plan of the project, a map showing the project site, a preliminary feasibility study for the project, estimates for the goods and services that will be purchased by the grant (from three different suppliers), introductory materials (such as a brochure) and a copy of the regulations, and the annual budget of your organization.

Please note the following points:

- 1) In selection of projects for funding, the Japanese Government places a high priority on the impact and sustainability of the project. Your organization is required to explain to the Embassy of Japan that your organization can manage a development project in an appropriate and sustainable manner. A detailed description of the past achievement of your organization would therefore be of help.
- 2) This assistance program cannot provide funds for salaries and other recurrent operational costs. The recurrent cost associated with the project needs to be independently financed by your organization. In order to convince the Embassy that your organization can maintain the project, your organization needs to have sufficient funds to cover running costs.
- 3) Pro forma estimates must be supplied for each budget item so that we can ensure value for money. Your organization is required to submit estimates from at least three different suppliers unless your organization has special situation or under emergency condition.

