

**APPLICATION FORM
FOR
JAPAN'S GRANT ASSISTANCE FOR CULTURAL GRASSROOTS
PROJECTS (THE GCGP/KUSANONE)**

1. Applicant

(1) Name of the Applicant

(2) Address

(3) Phone Number

Fax Number

e-mail address

(4) Responsible Individual (Authorized Individual to sign the Grant Contract)

(Name)

(Title)

(5) Has your organization received any financial / technical assistance from our country, foreign governments, international organizations or NGO?

(If yes, please describe the content of the assistance.)

(6) Status of the applicant

(Non-Governmental Organization, Research or Educational Institute,
Local Government, Governmental Institute (Department) etc)

(7) Please answer the following questions, according to the nature of your organization.

(a) Non-Governmental Organization(NGO), Research or Educational Institute

(i) Year of Establishment

(ii) Number of Staffs, Researchers, Teachers Students etc.

(iii) Purpose of Establishment

(iv) Main Activities, Subject of Research

(v) annual budget, estimated budget for the maintenance or management of
granted equipment

(b) Local Government

(i) Population _____

(ii) Budget Size (Each Fiscal Year), estimated budget for the maintenance or management of granted equipment

(iii) Current situation and problems in the area under the jurisdiction of the applicant

(iv) existing equipment

(v) results of recent year's activities in relative fields

(c) Governmental Institute (Department)

(i) Number of Personnel _____

(ii) Authorities and Duties of the Applicant

(iii) Budget Size (each fiscal year), estimated budget for the maintenance or management of granted equipment

(iv) existing equipment

(v) result of recent year's activities

If there is certain document or booklet introducing your organization, please attach to this form.

2. Project

(1) Title of the Project

(2) Project Site (Including the distance from nearest well-known town)

(3) Objectives of the Project

(4) Outline of the Project

(5) Estimated population that would be benefited by the project

(6) Expected Effects of the Project

(Please describe the relations between the project and the objectives, and how the project would contribute to the accomplishment of the objectives.)

(7) Estimated Cost for the Entire Project

Please attach breakdown of the facilities/goods/services which you intend to purchase by the Grant Assistance for Cultural Grassroots Projects fund.

(8) If you are applying Grant Assistance for Cultural Grassroots Projects for a part of the project, how will you finance the other costs?

(9) Duration of the Project

From _____ to _____
(month,year) (month,year)

General Instructions

1 Responsibilities of the recipient organization

It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the Project.

2 Eligible items

(1) The GCGP/KUSANONE mainly supports tangible items such as the construction of Japanese language facilities and Judojo as well as the provision of equipment. On the other hand, intangible items such as capacity building and technical guidance for operation and maintenance contingent on tangible items may also be eligible for support.

(2) The GCGP/KUSANONE does NOT cover the following items:

A Office expenses (office rental fee, salary for employees, maintenance and management costs for the provided goods etc.)

B Contingency Funds

C Expenses incurred on individual or corporate profit-making activities

D Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)

E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes

F Research expenses that do not have clear direct benefits for the population

G General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)

(3) In general, the following items are not eligible for the GCGP/KUSANONE and should be shouldered by the recipient organization. However, the following items may be supported by the GCGP/KUSANONE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established the recipient organization.

A Consumables, small fixtures

B Books (teaching materials, reference materials for educational projects,

books for library collections, etc.)

C Specific use vehicles such as vehicle for restoration of ruins and mobile library

D Electronic equipment such as personal computers, etc.

E Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GCGP/KUSANOE, account maintenance commission, foreign-exchange fee, etc.)

F Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments

G Import-related taxes (customs duty, internal tax, value-added tax etc.)

***Notes on taxes**

- In principle, the import-related taxes for the items covered by the GCGP/KUSANOE should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.
- Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes.
- On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes.
- As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes. *Please consult the Embassy of Japan for more details.*

3 Opening of a dedicated bank account

After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Embassy of Japan is required for the recipient organization to make every payment to suppliers or other relevant parties out of the dedicated bank account. On this matter, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank in the country where the project is implemented.

4 External audit

(1) In principle, after the completion of the project, the recipient organization shall perform an external audit in order to verify that the funds for the project have been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented.

(2) The necessary fees for performing the external audit may be eligible for support by the GCGP/KUSANONE. In principle, like other items, a comparison of estimates from three suppliers should be carried out.

(3) Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient is required to submit a copy of this report to the Embassy of Japan. This report should contain the following elements:

A Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)

B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)

C Inspections of the project site (attach photographs to the report)

(4) In some exceptional cases, where there are no qualified organizations or individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult the Embassy of Japan for more details.*

5 In case of Unforeseen Circumstances

After the approval and the signature of the Grant Contract, in principle, it is the recipient's responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen. However, if such an unexpected shortfall is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request to the Embassy of Japan a support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*

6 Reporting

It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report if applicable and a project completion report using the formats in annex.

7 Visibility

In order to ensure the visibility of Japan' s grant assistance, the recipient organization shall endeavor to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

8 Attachments to this Application form

- ☐ Map
- ☐ (For construction of facilities) Schematic design and/or dimensioned drawing
- ☐ Financial report for the past two fiscal years
- ☐ Estimates/quotations for each good and/or service from three suppliers
- ☐ (For construction of facilities) A copy of land title or lease contract
- ☐ (As necessary) Permission of practice from the relevant governmental institution
- ☐ (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment
- ☐ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.
- ☐ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction
- ☐ (For procurement of specific use vehicles such as vehicle for restoration of ruins and mobile library) Proof of (or pledge of) necessary parking space and auto insurance
- ☐ (To the extent possible) Booklet of your organization

I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.

_____, ____
(Month) (Day), (Year)

(Name of Person in Charge)

(Title)

(Name of Organization)

(Signature)

Appendix

Financial report for the past two years

Applicant Organization:

(Currency: USD)

Item	2020	2021
Income		
Total (A)		
Expenditure		
Total (B)		
Balance (A) – (B)		

Example

(Currency: USD)

Item	2020	2021
Income		
Grant from Donors <i>(Please specify their names)</i>	40, 000	50, 000
Budget allocation from the Government	12, 000	11, 000
Operating Profit	9, 000	9, 500
Others	1, 000	1, 200
Total (A)	62, 000	71, 700
Expenditure		
Labor	45, 000	42, 000
Utilities	1, 200	1, 200
Equipment	5, 000	6, 000
Maintenance	500	550
Travel	1, 300	1, 450
Others	1, 250	1, 580
Total (B)	54, 250	52, 780
Balance (A) – (B)	7, 750	18, 920