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| **The Government of Japan** Grant Assistance forGrass-roots Human Security Projects (GGP/KUSANONE)APPLICATION FORM **For**2025 |

### Organisation’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| IMPORTANT INFORMATIONPlease ensure that you have read through the GGP/KUSANONE Information Sheet before completing the application form. |
| 1. Only applications which are **postmarked or hand delivered** to the following address before **21st May 2025**, will be received for due consideration:   Physical address: 4th floor Barclays House, Plot 8842, Khama Crescent, Gaborone  Postal address: Economic Section, The Grant Assistance for Grass-roots  Human Security Projects, Embassy of Japan in Botswana, Private Bag 00222, Gaborone   1. Due to the large number of applications received, it is not always possible to respond to your application immediately or acknowledge receipt thereof. You will be contacted by telephone, by post or e-mail if we need additional information in order to consider your proposal. 2. Applications may be rejected at any stage, for a variety of reasons, this does not necessarily reflect on an organization's good standing. 3. Applications will be automatically declined if:    1. outdated application forms are used (application forms are updated annually),    2. not all questions are completed properly and in full,    3. handwriting is illegible,    4. false information is contained,    5. not all the required documents are attached. 4. Ensure that you have made a copy of your application, including quotations and attachments, as applications will not be returned. 5. Only one (1) application will be considered per organization. |

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| 1. **Applicant’s Details** |

* 1. Name of organization:
  2. Physical address:
  3. Postal address:
  4. Organization’s telephone number:

Fax number:

Website:

Email address:

* 1. Individual authorized to sign the Grant Contract:

Name:

Title: Mr, Mrs, Ms or other (Please Specify)

Position:

Telephone number:

Cellular number

Email address:

* 1. Contact person (if different from Section 1.5):

Name:

Title: Mr, Mrs, Ms or other (Please Specify)

Position:

Telephone number:

Cellular number:

Email address:

* 1. Type of organization (Please select from the choices below and attach a copy of the organization’s registration or certificate of incorporation):

(a) National and Local NGO (b) International NGO (c) Local government (d) Medical institute

(e) Educational institute (f) Government-related institution (g) International organizations (h) other

* 1. Year of establishment:
  2. Purpose of establishment:
  3. Main activities:
  4. Number of personnel:

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| --- | --- |
| Board members |  |
| Paid full time workers |  |
| Paid part time workers |  |
| Volunteers |  |
| TOTAL |  |

* 1. List of regular revenue resources for the past 3 years:

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| --- | --- | --- | --- | --- |
| Name of Donor | Amount received (BWP) | | | Usage restrictions  (e.g. only for recurrent costs) |
| 2020/21 | 2021/22 | 2022/23 |
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* 1. List of the financial or technical assistance from foreign governments, international organisations or NGOs for the past 5 years:

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| --- | --- | --- | --- | --- |
| Name of Donor | Year | Amount (BWP) | Items donated | Current status |
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* 1. If your organization has a committee or board, please list the members details below:

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| --- | --- | --- |
| Name | Position | Profession |
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* 1. How did you find out about the GGP/KUSANONE assistance? Please indicate the source of your information.

1. Embassy of Japan Website
2. Newspaper
3. TV
4. Other organization

Please indicate the name of organization ( )

1. Other: Please specify ( )
   1. Where possible, please provide contact information of your organization’s line Ministry. Please attach a supporting letter from the Ministry where possible.

Name of Ministry:

Name of Contact Person:

Tel: E-mail:

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| 1. **Project Details** |

* 1. Project name:
  2. Project site:

City / Town / Village:

District:

Nearest major city and distance (e.g. 50km north of Gaborone):

Hand drawn map of project site:

| NORTH |
| --- |
| WEST EAST |
| SOUTH |

* 1. Background of the project:

*(Describe the following points. If necessary, please prepare a separate reference document.*

1. *Economic and social situation in the target region/area. (Please include socio-economic indicators such as population, main source of income etc.)*
2. *Development challenges faced by the population, in connection to the items you request. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.*
3. *Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on our own and why you need the assistance of the GGP/KUSANONE.)*
   1. Objectives of the project:

*(Describe the objectives of the project as clearly as possible. Explain the link of the development challenges and problems in relation to the objectives of the project.)*

* 1. Expected outcome (qualitative and quantitative) of the project:

*(Identify the beneficiaries, their number, location, and anticipated benefits that they will receive in the outcome of the project.)*

* 1. Estimated Cost of the project:

(Please submit estimates/quotations from three different suppliers for each item to be covered by the GGP/KUSANONE grant. If the supplier is not able to do so, kindly elaborate. Please specify the type of equipment needed as well as its manufacturer.)

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| Funding  Source | Items | Cost | Details (Explain why it is needed and how it is used) |
| GGP  KUSANONE |  |  |  |
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| Total |  |  |
| Self-finance | VAT on the above items\* |  |  |
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| Total |  |  |
| Project Total | |  |  |

**\* GGP/KUSANONE, in general, does NOT cover VAT imposed on the items requested.**

* 1. How will your organization finance the costs covered by self-finance?
  2. Implementation, Operation and Maintenance Plan

*(Please explain the capacity of the applicant organization to properly and effectively complete the project such as;*

* + - * *Recent performance as an organization*
      * *Number of staff to implement the project*
      * *Enough income to complete the project even if an unexpected funding shortfall happens*

*Describe your plan for the maintenance and management of facilities/equipment after the completion of the project.)*

* 1. Duration of the project from the date of receipt of funding:

From MM/YY to MM/YY ( months)

*(In principle, the Project should be completed within one year after the contract date.)*

* 1. Ownership of the project site:
  2. Has your organization done any similar projects before? If yes, describe them:

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| 1. **Documents Required** |

Please attach the following documents to this application:

* Copy of registration certificate (Deeds Registry)
* (For construction of facilities) A copy of land title, lease contract, agreement or certificate of the plot
* Financial Statement for the past 2 years verified by an external/independent auditing agency
* (Where possible) Documents or booklets on your organisation (e.g. Annual Report)
* (For construction of facilities) Schematic design and/or dimensioned drawing
* (For construction of facilities) Drawing showing the location of the requested facility in relation to other existing facilities.
* Estimates/quotations for goods and/or service from 3 suppliers (if available)
* (Where required) Permission of practice from the relevant government institution
* (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment (where relevant)
* (For drilling boreholes where possible) The result of water veins research or equivalent information from relevant authorities
* (Where required) Proof of (or pledge of) environmental and social considerations as well as safety management during the construction of the project

1. **General Instructions**
2. **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 execution, and after the completion of the Project.

1. **Eligible items**
2. The GGP/KUSANONE grant covers the purchase or construction of tangible items such as the construction of primary schools, clinics, boreholes as well as the provision of equipment. Technical support, such as capacity building, technical guidance for operation and maintenance, awareness-raising campaigns and reinforcement of community association may also be funded, if such support is deemed necessary for the project and can be used in conjunction with the items.
3. The GGP/KUSANONE does NOT cover the following items:
4. Office expenses (office rental fee, salary for employees etc.)
5. Contingency Funds
6. Expenses incurred on individual or corporate profit-making activities
7. Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodation, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)
8. Expenses linked to indulgence that may be harmful to the human body, such as alcohol and cigarettes
9. Research expenses that do not have clear direct benefits for the population.

(3) In general, the following are not eligible for the GGP/KUSANONE grant, and is to be shouldered by the recipient organization. However, the following items may be supported by the GGP/KUSANONE, if it is found to be truly necessary, e.g. cases where it proves 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 by the recipient organization.

1. Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)
2. Maintenance and management costs for the provided goods
3. Vaccines
4. Consumables, small fixtures
5. Books (teaching materials, reference materials for educational projects, books for library collections, etc.)
6. General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
7. Electronic equipment such as personal computers, etc.
8. Banking fees (remittance charges from the Embassy of Japan to the bank account of the recipient, opening and closing fees of a dedicated bank account for the GGP/KUSANONE grant, account maintenance commission, foreign-exchange fees, etc.)
9. Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local government
10. 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 GGP/KUSANONE should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.
* In such cases where your country does not agree to the exemption of import-related taxes, the recipient will 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.*

1. **Opening of a dedicated bank account**

After the approval and the signing of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the organization’s daily operating expenses or other projects. This account will be used specifically for the grant project. It is preferable to adopt special banking contract schemes, where written consent from the Embassy of Japan would be required for the recipient organization to make payment to suppliers or other relevant parties out of the dedicated bank account. It is the responsibility of the recipient organization to make these necessary arrangements with an appropriate bank in the country where the project is to be implemented.

1. **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. The external audit shall be performed by an organization or individual with official audit qualifications 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 GGP/KUSANONE. Estimates from three suppliers will be required for submission.

(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 information:

1. Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)
2. Verification of facts (procurement and delivery of equipment, use of equipment, etc.)
3. Inspections of the project site (photographs should be attached to the report where possible)

(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.*

1. **In case of Unforeseen Circumstances**

After the approval and signing of the Grant Contract, in principle, it is the recipient’s responsibility to complete the project even when unexpected circumstances such as unexpected shortfalls 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 the Embassy of Japan for additional support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*

1. **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 designated formats.

1. **Visibility**

In order to ensure the visibility of Japan’s grant assistance, the recipient organization shall endeavour to cooperate with the Embassy of Japan by carrying out PR activities such as the organization of the handover ceremony, placing stickers on donated equipment and installing a plaque or signage showing the flag of Japan on the donated building/s.

I, the undersigned, hereby declare that the statement given on 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. When necessary, I will provide more information as requested by the Embassy of Japan. I further understand that this is only an application, and I will have no legal basis to object, if it is unsuccessful in securing the desired funding.

DATE: (day) \_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year) \_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_