The Government of Japan

Grant Assistance for
Grass-roots Human Security Projects (GGP/KUSANONE)

INFORMATION SHEET

for

2027

1. BRIEF INTRODUCTION

The Grant Assistance for Grass-roots Human Security Projects (GGP) or KUSANONE was first introduced in 1989 and has been assisting Non-Profit Organizations (NPOs) by supporting **people-centred relatively small development projects which have a direct and immediate impact on the well-being of disadvantaged communities at grass-roots level.**

2. ELIGIBLE APPLICANTS

2.1. Registered non-profit organizations (NPOs) such as **non-governmental organizations, community-based organizations, educational institutes, medical institutes and local governments** are eligible to apply. In addition, the applicant organization must have at least **2 (two) years' experience** in the sector of the proposed project. The applicant organization is required to have established sound, sustainable and stable foundations in terms of finance, personnel and project management.

We are UNABLE to assist individual applicants or private companies.

2.2. GGP/KUSANONE applications will be considered if:

- the project is aimed at the socio-economic development of the target country/area,
- it is clear that the project will directly benefit the targeted community
- the project will generate substantial outcome through a one-shot small-scale grant,
- a sustainable impact in the future can be expected.

3. SCOPE OF ASSISTANCE

3.1. GGP/KUSANONE aims to assist self-help efforts of NPOs in:

- social and economic development in rural/urban settings,
- supporting people/communities who are socially and/or economically vulnerable and disadvantaged,
- empowering local communities for sustainable development, etc.

3.2. GGP/KUSANONE aims to meet various needs whose areas include but are not limited to: education, health/sanitation, support for people with disabilities, water/energy, agriculture/indigenous industry, and environment.

We do NOT assist the following types of projects:

- projects which do not directly benefit grassroots level, e.g. research activities in higher educational institutes, expansion of administrative facilities, etc,
- commercial activities which are not in line with the GGP/KUSANONE assistance,
- non socio-economic development projects e.g., artistic, cultural and sports activities,
- political, religious and military activities,
- projects which benefit only the applicant organization.

4. GRANT FUND

4.1. Maximum available grant amount

- **2,000,000 BWP** is the maximum amount allocated per project under the GGP/KUSANONE.
- The applicant organization is required to submit, together with the application, three quotations from suppliers and/or builders for each item to be funded.

4.2. Grant coverage

GGP/KUSANONE covers the following items:

- purchase of necessary equipment,
- construction of buildings and small-scale infrastructure,
- intangible components deemed necessary for the project, specifically, technical guidance on the operation and use of facilities and equipment, capacity building for maintenance and awareness raising activities.
- external auditing fee (external auditing is mandatory for projects that request a grant of 3 million Yen or more, or for projects that the Embassy deems audit is necessary).

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The GGP/KUSANONE does NOT cover the following items:

A) Office expenses (office rental fee, salary for employees 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, accommodation, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)
E) Expenses linked to indulgence 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.

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.

A) Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)
B) Maintenance and management costs for the provided goods
C) Vaccines
D) Consumables, small fixtures
E) Books (teaching materials, reference materials for educational projects, books for library collections, etc.)
F) General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
G) Electronic equipment such as personal computers, etc.
H) 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.)
I) Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local government
J) Import-related taxes (customs duty, internal tax, value-added tax etc.)

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***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.*

4.3. Duration of grant use

- The GGP/KUSANONE is implemented in one-year cycles as the programme's budget is allocated annually. Furthermore, **the approved project must be completed within one year of the date of the grant contract.**
- In the event that the project is delayed due to unforeseen circumstances, the recipient organization must inform the Embassy, in writing, of the reason for the delay and obtain an approval for extension.
- Should the organization fail to comply with this requirement, the Embassy reserves the right to demand a full refund of the grant amount from the organization.

We will NOT assist projects lasting longer than one year from the date of the Grant Contract (G/C).

5. REGULATION AND CONDITIONS

5.1. Grant amount

- The final grant amount is the **lowest quoted amount of the three (3) requested quotations.** The quoted amount in Botswana Pula is converted using the current exchange rate into US Dollars. The amount in US Dollars will be used as the grant amount limit.
- After the successful applicant signs the Procurement Contract/s with the suppliers, the amount is converted to US Dollars using the current exchange rate. The actual disbursement amount will be equivalent to the lesser of the two amounts on the Procurement Contract and the Grant Contract.

- **Kindly note that due to foreign exchange fluctuations, the Pula amount received could be less than the amount requested.**

5.2. No additional funding

- If the project is short of funds during its execution, due to unforeseen circumstances or expenses, the recipient organization has to top up the deficit with their own funds,
- If the recipient organization ultimately receives less than the amount requested, due to possible foreign exchange fluctuations, the recipient organization is required to cover the deficit independently.

5.3. VAT

- The GGP/KUSANONE does NOT cover VAT imposed on items requested and the recipient organization has to make their own arrangement to cover any VAT amounts unless it is found to be truly necessary considering the financial situation of the applicant.

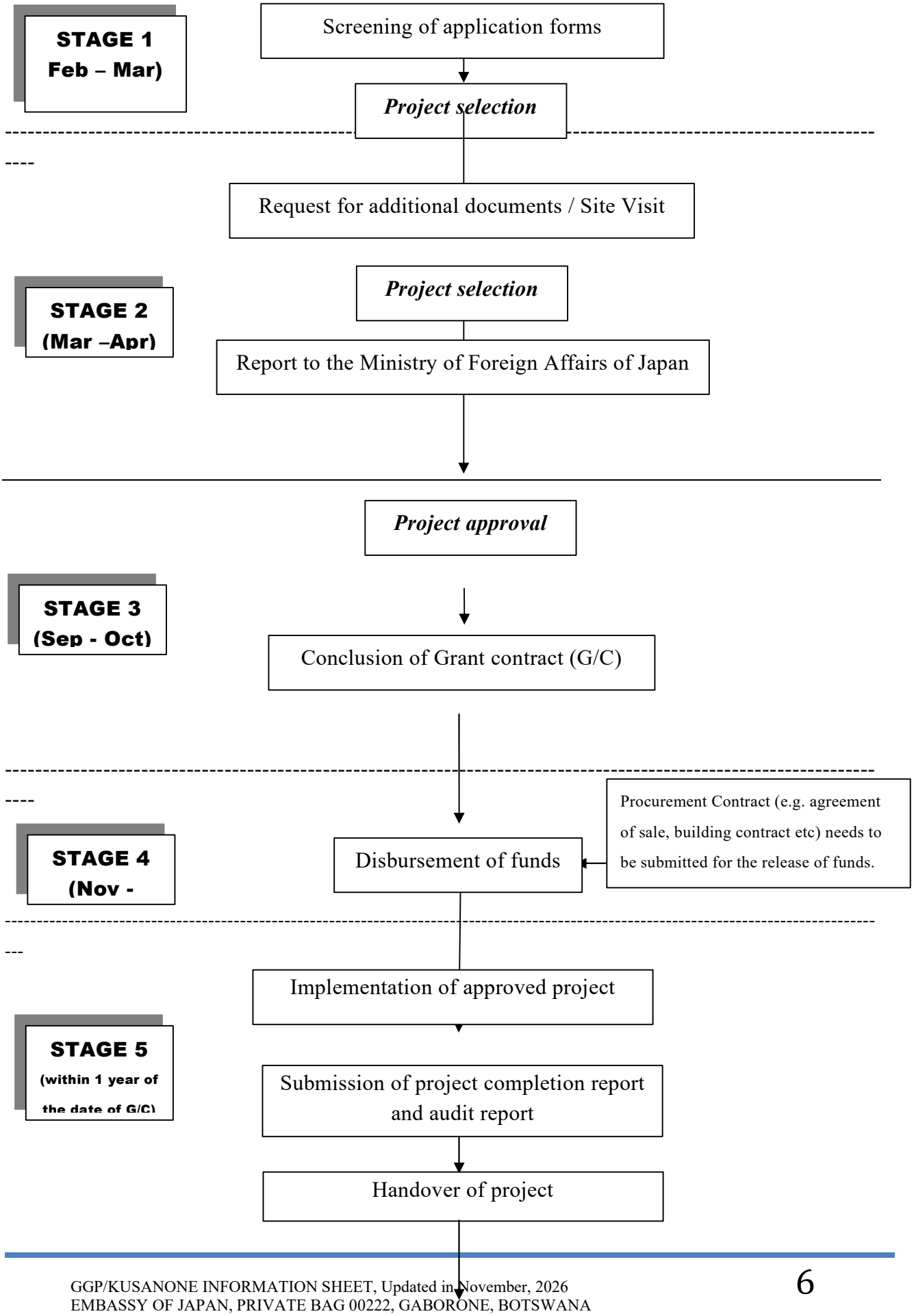
5.4. Utilization of the fund

- Facilities/equipment funded by the GGP/KUSANONE should be fully operable and well maintained. The recipient organization is responsible for all financial expenses in relation to this. An adequate number of personnel must be in place to ensure that the facilities/equipment are fully utilized.

5.5. Accountability for the grant funds

- The recipient organization must submit interim reports (where applicable) as well as a completion report together with an external audit report (where applicable). Income and expenditure reports on the utilisation of the grant funds should also be attached. These documents should be submitted on, or before, the dates stipulated in the grant contract.
- A follow-up site visit by the Embassy of Japan will be conducted two years after the completion of the project to evaluate how the facility/equipment is being utilised.
- **If the funds were utilised by the recipient organization for any purpose other than the implementation of the project approved, the Embassy reserves the right to demand a full refund of the grant amount from the organization.**

6. Flowchart of the GGP/KUSANONE Programme



STAGE 6
(after

Follow-up site visit by the Embassy
(2 years after completion)

PLEASE NOTE: This schedule is subject to change.