

**GRANT ASSISTANCE FOR
GRASSROOTS HUMAN SECURITY PROJECTS**

APPLICATION GUIDE

Embassy of Japan in Cameroon

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I. Introduction and Basic Information

The Embassy of Japan provides a non-refundable financial assistance named Grant Assistance for Grassroots Human Security Projects (GGP) to organized groups in order to help them carry out projects at grassroots level. Founded in 1993, this grant has contributed to the development and improvement of the livelihoods of less privileged people. Priority is given to project proposals that best meet the objectives of this grant scheme. The maximum amount of the grant is about 50,000,000 FCFA for each project. (It may change depending on the fiscal year budget.)

II. Eligible organizations, projects and articles

GGP funds only **non-profit making** projects and organizations.

This fund can finance **only for tangible and traceable items**.

I.1 Eligible organizations:

- ◆ Local and International NGOs
- ◆ Professional, health, or educational training centers
- ◆ CIGs (Common Initiative Groups), CBOs (Community Based Organizations) and local development committees
- ◆ Educational or health institutes
- ◆ Local authorities

NB: Non-profit organizations are eligible except central governments or UN organizations.

I.2 Prerequisites for organizations:

- ◆ The organization should be officially registered by relevant authorities
- ◆ The organization should have been active in its domain for at least two (2) years
- ◆ The organization should have an accessible Head Office and project site
- ◆ The organization should have good records of previous projects
- ◆ The organizations should have good financial records and record keeping system

I.3 Projects funded:

- ◆ Project for construction, rehabilitation, equipment
- ◆ Projects for Socio-economic development, in Education (schools), Health (hospitals), professional training (vocational training centres), transport (small bridges), Water (wells, water supply), economic (small industry for local income), agriculture (strage magazine)
- ◆ Projects for improvement of livelihoods at grassroots level
- ◆ Projects in favor of the less privileged
- ◆ Projects that can be implemented within 12 months maximum

I.4 Projects not funded:

- ◆ exclusive for religious or political purposes
- ◆ related to the powers of the State
- ◆ for only cultural, artistic or sports activities
- ◆ for commercial activities
- ◆ for professional researches
- ◆ for military purposes

NB: Profit-making projects are not eligible.

I.5 Articles not funded:

- ◆ **Administrative costs** (e.g. salaries, utility costs, rents, advert, transportation, operational cost)
- ◆ **Upkeep costs** (e.g. maintenance costs, purchase of replacement products)
- ◆ **Land Purchase**
- ◆ **Tax and Bank fees** (e.g. customs, commissions, registration fees, value-added tax (VAT), management permit fees)
- ◆ **Personal assistance** (e.g. scholarship, training, internship, school fees, research, items which can be personal belongings such as clothes or stationeries)
- ◆ **Consumable/Disposable products** (e.g. food, stationery, seeds, livestock)
- ◆ **Items which are difficult to be followed-up** (e.g. Electronic devices such as personal computers, its renewal fees, books, vaccines)

NB: GGP funds only for tangible and traceable items.

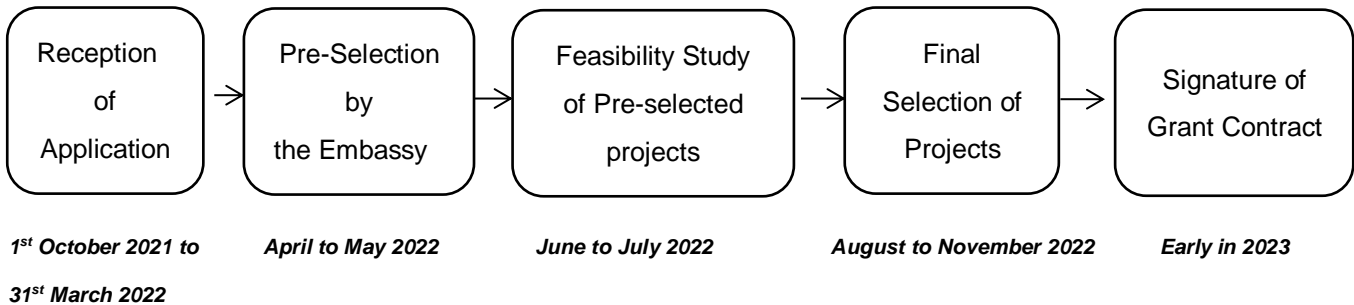
GGP covers only expenses related to the project. All additional expenses will be covered by the applicants themselves.

All the articles financed in the project are decided in consultation with the Embassy.

III. Selection procedure

- ◆ **Application period** : until 31st March 2022
- ◆ **Selection period** : April - November 2022
- ◆ **Signature of Grant Contracts** : Early in 2023
- ◆ **Finance**: March 2023
- ◆ **Execution (e.g. commencement of construction)**: April 2023

Flow of the Selection Procedure (from Application to Signature of Contract)



NB: The Embassy will contact only successful candidates. After October 2022 if you have not heard from the Embassy, consider that your application was not selected.

III.1 Pre-selection phase

Applications received at the Embassy are analyzed paying attention to project objective, rationality, socio-economic impact, sustainability and cost effectiveness. The capacity of organization to execute autonomously the project is also considered.

III.2 Visiting the project site and 2nd selection phase

When a project is pre-selected, the site is visited by a representative of the Embassy to evaluate its feasibility for the 2nd selection. For further study, additional documents to submit will also be required.

III.3 Final selection phase

The Embassy sends proposals whose project is successful for the final selection to the Ministry of Foreign Affairs in Japan.

NB: If a project does not pass the 2nd selection, the concerned organization shall be informed.

IV. Selection Standard

The Embassy will assess all the submitted applications based on:

- (1) Credibility of the Organization
- (2) Legal Status of the Organization (Registration Certificate needed)
- (3) Financial Status of the Organization (Recent Bank Statement)
- (4) Project Management Capacity of the Organization
- (5) Community Participation and Contribution towards the Proposed Project

- (6) Sustainability and Ownership by the Beneficial Community
- (7) Impact of the Project for the Beneficiaries
- (8) The Quality of the Proposal submitted in terms of Neatness, Focus, and Attachment of Verified documents e.g. Photos, Bank Statements and Certificates I

V. Application Method

A COMPLETE application form should be submitted via e-mail to the Micro-Project Coordinator through the address which is on the 1st page.

- ◆ Application form must be duly filled and fulfilled by computer (not by hand writing)

(You can download the form here http://www.cmr.emb-japan.go.jp/itpr_en/economic_cooperation-en.html)

NB: In case your file size is too large to send all at once, you are allowed to send them separately. Please specify your organization's name and the number of e-mails you sent on each e-mail.

Applications must include the following documents:

- ◆ Estimate/invoice from three different suppliers (and auditors)
- ◆ Construction design or picture of sample equipment
- ◆ Location map of the project site
- ◆ Evidence of land ownership (land title, etc.)
- ◆ Registration certificate of the organization
- ◆ Organization diagram (member chart)
- ◆ Copies of ID card of the members
- ◆ Financial balance sheet of the organization for the last 5 years
- ◆ Detailed budget of the project

If necessary, send the documents below altogether;

- ◆ Any brochure presenting the organization
- ◆ Bylaws of the organization
- ◆ Project management/operational and financial plan for the next five years after the completion of the project
- ◆ Pictures of the present situation of the project (if there is any former realization)
- ◆ Any other documents providing information on the organization and the project
- ◆ Copy of bank statement of your organization

NB: Under no condition shall any application submitted for funding be returned to the applicant.

VI. Detailed Flow of GGP

