

**GRANT ASSISTANCE FOR
GRASSROOTS HUMAN SECURITY PROJECTS**

APPLICATION GUIDE

Embassy of Japan in Cameroon

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[Submission deadline: December 28, 2023](#)

I. Introduction and Basic Information

The aim of the Grant Assistance for Grassroots Human Security Projects (GGP), offered by the Embassy of Japan, is to support organizations in implementing projects contributing to improving the well-being and meeting the basic needs of the local population. Projects examples include but not limited to; construction, renovation or provision of equipment of / to schools, health facilities, vocational training centres, small-sized bridges, boreholes etc. Founded in 1993, this grant scheme has contributed globally to the development and improvement of the human security of local populations at a grassroots level. The maximum amount of the grant is around 45,000,000 FCFA for each project. (*Subject to change depending on the fiscal year budget and the exchange rate.)

II. Required Qualifications

GGP is only intended for **non-commercial** projects submitted by **non-profit** organizations (hereinafter “**Applicant**”). Individuals, private companies, central government, state-owned establishments and United Nations organizations are not eligible to apply.

Eligible Applicants			
<input type="checkbox"/> Domestic NGO	<input type="checkbox"/> International NGO	<input type="checkbox"/> Association	<input type="checkbox"/> CIGs (Common Initiative Groups)
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Health organization	<input type="checkbox"/> Educational establishment (primary and secondary)	
<input type="checkbox"/> Local Government	<input type="checkbox"/> Vocational training centre for socially disadvantaged groups		

Prerequisites for Applicants

- The Applicant must be officially registered by relevant authorities in Cameroon.
- The Applicant should have been active in its domain for at least the last three (03) years in Cameroon.
- The Applicant must have an accessible physical Head Office in Cameroon.
- The Applicant must have a bank account under its name in Cameroon.
- The Applicant is required to be able to present annual activity reports for the last three (03) years.
- The Applicant is required to have a history of sound management and financial situation and be able to present a financial report for the last three (03) years.
- The Applicant is required to have a solid, sound system / management of accounting, administration and inventory.

III. Target Projects

Project must meet all the conditions below.

- Be in alignment with the principal of GGP, which is to improve the well-being of local population at a grassroots level
- Be a construction, rehabilitation or equipment provision project
- Can be completed within 12 months.

Covered Areas	GGP does NOT fund...
<ul style="list-style-type: none"> ● Education ● Health ● Agriculture, farming, fishery ● Water supply ● Environment ● Women’s empowerment ● Support towards socially vulnerable people ● Socio-economic ● Transport 	<ul style="list-style-type: none"> ● Projects exclusively for religious or political purposes ● Projects only containing cultural, artistic or sports activities ● Commercial activities ● Academic (scholarship, etc.) or professional research ● Any military-related projects ● Projects exclusively focused on human resource development (e.g. vocational training)

IV. Eligible items / activities

- This grant can only finance costs for tangible and traceable items / activities which are construction, rehabilitation and provision of durable equipment which is to be owned by the Applicant and not by an individual.
- Project will be subjected to external audit upon completion and exceptionally this fee can be covered by the grant.

All expenses incurring from any other items / activities that do not fall into the above must be borne by the applicant himself (*see below for examples). These items will be decided in consultation with the Embassy after the adoption of project.

Items **NOT** covered

Administrative costs	e.g. salaries, utility costs, rents, land purchase, advert, transportation, operational cost
Upkeep costs	e.g. maintenance costs, purchase of replacement products
Tax and Bank fees	e.g. customs, commissions, registration fees, value-added tax (VAT), bank charges, management permit fees
Human capital-related cost	e.g. scholarship, training, internship, school fees, academic research, school items
Consumable/ Disposable items and any goods for individual use	e.g. food, stationery, agricultural input, livestock, booklet, clothes, personal electronic devices
Intangible items and other items which are difficult to be traced	software, books, vaccines, medicine,

V. How to apply

Please submit your application form along with all the necessary documents to microprojetjapon@yd.mofa.go.jp

Submission deadline: December 28, 2023

Format

Application form must be submitted in **WORD** format and should not exceed 7 pages. Kindly be reminded that we do not accept submission via devices such USB flash drives and DVDs.

Email subject

Put the name of the Applicant in the subject of your email. If you have multiple projects to submit, please specify as shown in the example.

Example: "ABC Association (Project 1)", "ABC Association (Project 2)"

Email volume

In case your entire application file (documents, photos, plans, etc.) exceeds 10MB, please send them separately, specifying the name of the Applicant and the number of e-mails sent in the subject of each e-mail.

Example: first email "ABC Association 1", second email "ABC Association 2" etc.

*(If you have multiple projects) "ABC Association (Project 1-1)", "ABC Association (Project 1-2)"...
"ABC Association (Project 2-2)", "ABC Association (Project 2-2)"...*

Online sharing

Files submitted online by transfer (e.g. Google drive, WeTransfer, Smash, TransferNow etc.) will not be considered as valid.

DOCUMENTS TO BE ATTACHED

- 1.Quotes from three suppliers / construction firms and audit firms (if audit fee is calculated in the requested fund)
2. Location map of the project site
3. Detailed budget list of the project
4. Construction design and/or picture of sample equipment
5. Copy of Land Title (Indispensable for any construction project. The original must be submitted during the selection process.)
6. Photos of the project site
7. Project management/ operational and financial plan for the five years after the completion of the project
- 8.Copy of Registration certificate of the Applicant
9. Statutes and internal regulations of the Applicant
10. Copies of ID cards of the persons in charge of the applicant
11. Performance report of the past 3 years
12. Financial balance sheet for the last 3 years
13. Copy of the Applicant's bank identity statement

In case necessary, you may be contacted to additionally submit:

- Copy of bank statement of the Applicant
- Documents presenting the detail of the Applicant
- Any other documents providing information on the Applicant and the proposed project
- (If the Applicant has carried out other project in the past) Project narrative report

VI. Selection standard

The Embassy will assess all the submitted applications based on:

- Validity of the project objective
- Socio-economic impact on the beneficiaries
- Humanitarian point of view
- Cost effectiveness and sustainability
- Feasibility of the project
- Credibility of the Applicant
- Legal status of the Applicant (*Registration certificate needs to be submitted)
- Financial status of the Applicant (financial statement of the organization)
- Project management capacity of the Applicant (experiences from similar projects)
- Contribution and input from the Applicant and/or local community (e.g. Financial or material support etc.)
- Degree of participation and ownership by the beneficiaries
- Quality of the proposal and attached documents in terms of neatness, clarity, accuracy and legitimacy

VII. Selection procedure

1. Pre-selection phase

The applications received by the Embassy will be reviewed with particular attention based on the selection standard indicated above.

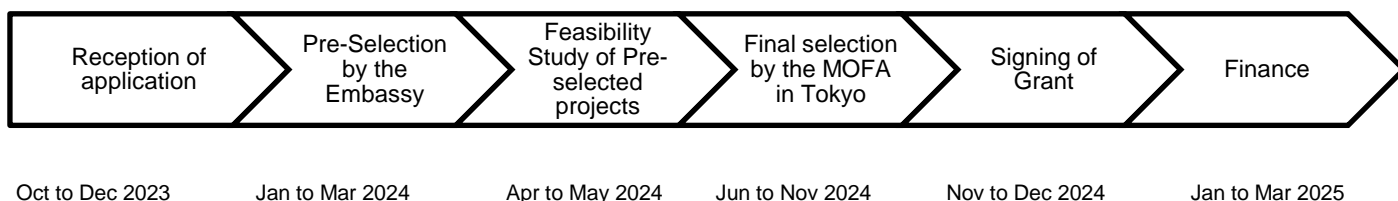
2. Visit to the project site and 2nd selection phase

When your project is pre-selected, the project site and the office of the Applicant will be inspected by the representative of the Embassy for evaluation. For further assessment, additional documents to submit may also be required.

3. Final selection phase

Projects which passed the selection at the Embassy will be recommended to the Ministry of Foreign Affairs of Japan (MOFA) for its final approval process.

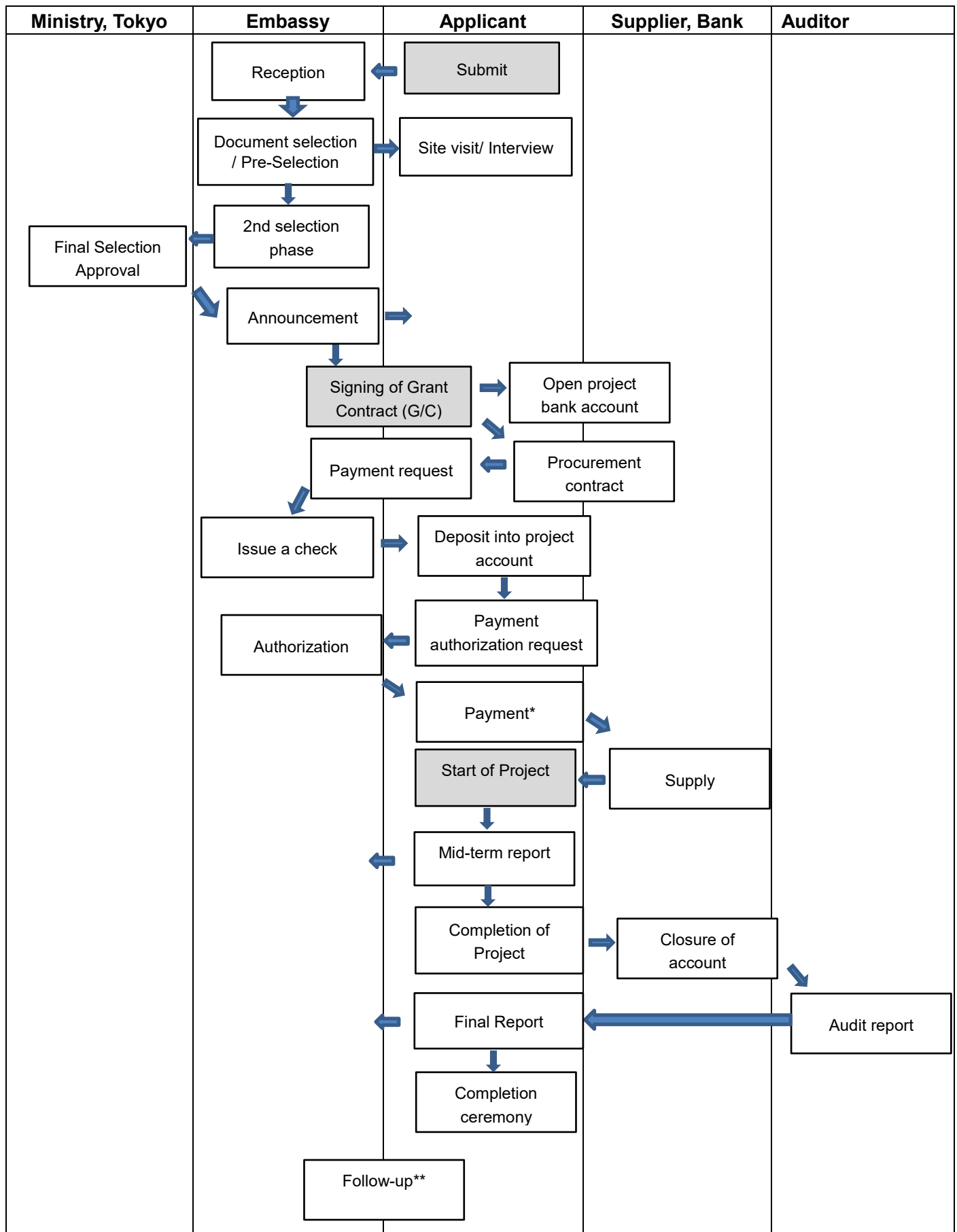
Flow: application to inception



* Schedule is subject to change and may be advanced.

NB: The Embassy does not answer any questions on selection issues.

VIII. Detailed Flow of GGP



* Payment will be made in several instalments according to the schedule decided by the embassy.

** Post-project monitoring will continue on a regular basis for 5 years or more to which the Applicant of adopted projects are obliged to take part.