

**GRANT ASSISTANCE FOR  
GRASSROOTS HUMAN SECURITY PROJECTS**

**APPLICATION GUIDE**

**Embassy of Japan in Cameroon**

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[http://www.cmr.emb-japan.go.jp/itpr\\_en/economic\\_cooperation-en.html](http://www.cmr.emb-japan.go.jp/itpr_en/economic_cooperation-en.html)

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**[Submission deadline: at 4 P.M. November 28, 2024](#)**

## 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 grassroot level.

The maximum amount of the grant is 10,000,000 yen (around 43,000,000 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

- ① The Applicant must be officially registered by relevant authorities in Cameroon.
- ② The Applicant must have been active in its domain for at least the last five (05) years in Cameroon.
- ③ The Applicant must have an accessible physical Head Office in Cameroon.
- ④ The Applicant must have a bank account under its name in Cameroon.
- ⑤ The Applicant is required to be able to present annual activity reports for the last three (03) years.
- ⑥ 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.
- ⑦ The Applicant is required to have a solid, sound system / management of accounting, administration and inventory.
- ⑧ The Applicant has to have sufficient funds of its own to be able to well maintain the facilities / items granted, after its completion.

### 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"><li>● Education</li><li>● Health</li><li>● Agriculture, farming, fishery</li><li>● Water supply</li><li>● Environment</li><li>● Women's empowerment</li><li>● Support towards socially vulnerable people</li><li>● Socio-economic</li><li>● Transport</li></ul>	<ul style="list-style-type: none"><li>● Projects exclusively for religious or political purposes</li><li>● Projects only containing cultural, artistic or sports activities</li><li>● Commercial activities</li><li>● Academic (scholarship, etc.) or professional research</li><li>● Any military-related projects</li><li>● Projects exclusively focused on human resource development (e.g. vocational training)</li></ul>

It is to highlight that :

- For construction projects, the Applicant must present the land title and building permit of the potential project site.
- For projects involving installation of water points (drilling, wells, etc.), the Applicant must be able to submit a hydrogeological study report.

### IV. Eligible items / activities

This grant can only finance costs for tangible and traceable items / activities such as construction, rehabilitation and provision of durable equipment.

**N.B.** The facilities, equipment and materials financed by the embassy belong to the Applicant or beneficiary organization (legal entity) of the project and not to an individual (natural person), etc. An individual cannot claim ownership of anything donated or constructed.

Project will be subjected to external audit upon completion. Exceptionally audit fee can be covered by the grant.

All expenses incurring from any other items / activities that do not fall into the above eligibility must be borne by the Applicant itself (\*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, advertisement, transport, 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, books
Intangible items and other items which are difficult to be traced	software, vaccines, medicine,

## V. How to apply

Please submit your application form along with all the necessary documents to [microprojetjapon@yd.mofa.go.jp](mailto:microprojetjapon@yd.mofa.go.jp)

**Submission deadline: at 4 P.M., November 28, 2024**

### ***Attention !!***

- All applications sent after this deadline will not be examined.
- Files submitted online by transfer (e.g. Google drive, WeTransfer, Smash, TransferNow etc.) will not be considered as valid.
- Submission via devices such USB flash drives and DVDs will not be accepted.

### **Format**

Application form must be submitted in **WORD** format and should not exceed 8 pages.

### **Email subject**

Put the name of the Applicant in the subject of your email. If you have multiple projects (maximum two projects per organization) to submit, please specify as shown in the example.

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

### **Email volume**

Your entire application file (documents, photos, plans, etc.) must not exceed 10MB.

In case your entire application file exceeds this limite, 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)"...*

## DOCUMENTS TO BE ATTACHED

1. Quotes from three suppliers / construction firms and audit firms (if audit fee is to be covered by the funds)
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 and building permit (Indispensable for any construction project. The original must be submitted during the selection process.)
6. Photos of the project site (pasted on 1 or 2 pages in Word document)
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
14. Location plan of the office of the Applicant

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

- Copy of the hydrogeological study report (if it is a work relating to water)
- 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

**Put the short and clear title on each file.**

Example: ".Quote (construction)", "Quote (Equipment)", "Detailed budget", "Construction plan", "Site images", "Legalization document", "status", "20XX activity report", etc.

## 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.

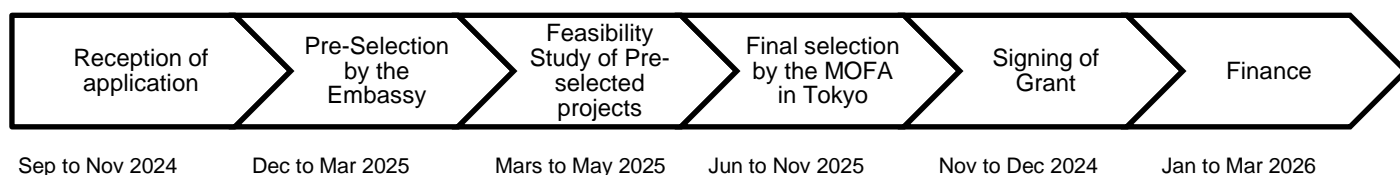
### 2. Visit to the project site and 2<sup>nd</sup> selection phase

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.

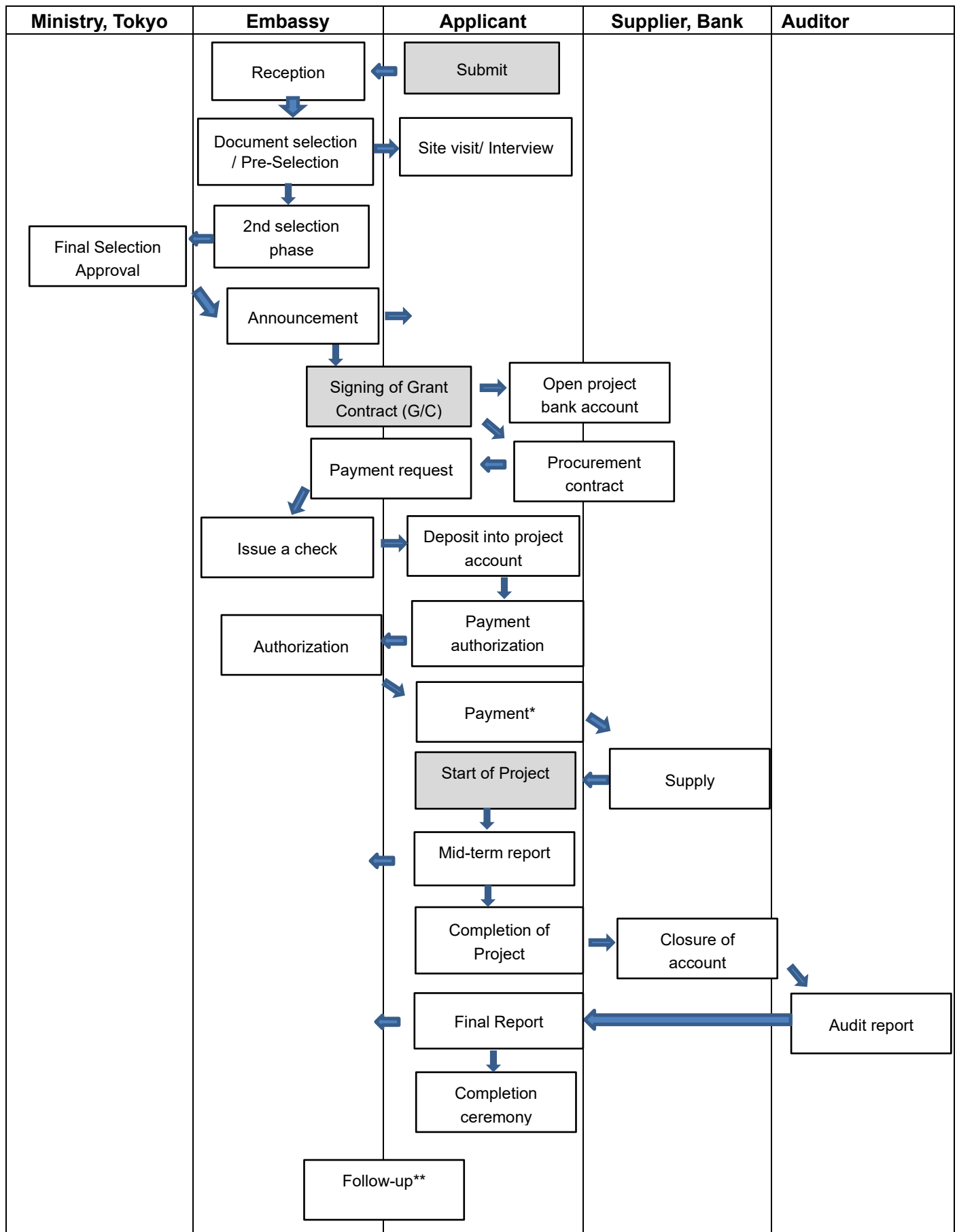
#### Flow: application to inception



Schedule is subject to change and may be advanced.

**The Embassy does not answer any inquiry on selection issues.**

## VIII. Detailed Flow of GGP



\* Payment will be made in several instalments in accordance with the schedule decided by the embassy.

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