GRANT ASSISTANCE FOR

GRASSROOTS HUMAN SECURITY PROJECTS

APPLICATION GUIDE

Embassy of Japan in Cameroon

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Submission deadline: Monday, December 28, 2026 at 4 P.M.(Local time)

I. Introduction

The Grant Assistance for Grassroots Human Security Projects (GGP), offered by the Embassy of Japan, aims to support organizations to implement projects that contribute to the improvement of well-being of local populations, meeting their basic human needs. Since its establishment in 1993, this grant scheme has globally contributed to the development and enhancement of human security of local populations at a grassroots level. Examples of projects we support include, but are not limited to Construction, Renovation or provision of equipment for / to schools, health facilities, vocational training centres, small-sized bridges, boreholes etc.

The maximum grant amount for each project is 20,000,000 yen (about 80,000,000 FCFA). Please note that this amount is subject to change depending on the fiscal year's budget and the prevailing exchange rate.

II. Required Qualifications for Applicants

The GGP is only intended for **non-commercial** projects submitted by **non-profit** organizations (hereinafter " **"The Applicant"**).

Individuals, private companies, central government entities, state-owned enterprises and United Nations organizations are not eligible to apply.

Eligible Applicants
☐Domestic NGOs ☐International NGOs ☐Associations ☐CIGs (Common Initiative Groups)
☐Cooperatives ☐Health organizations ☐Educational institutions (primary and secondary)
☐Local Governments ☐Vocational training centres for socially disadvantaged groups

Under this program, the applicant organization must :

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

III. Requirements for Funded Projects

The Applicant's project must meet all the conditions below :

- The project must aligns with the GCP's core principle, which is to improve the well-being of the local population at a grassroots level;
- It can be completed within 12 months.

Acceptable Areas	Not Acceptable Areas
• Education • Health • Infrastructure for agriculture, livestock, and/or fishing • Water supply • Environment • Women's empowerment • Support for socially vulnerable people • Socio-economic development	• Projects exclusively for religious or political purposes • Projects focused only on cultural, artistic or sports activities • Commercial activities104 • Academic (scholarships, etc.) or professional research • Any military-related projects • Projects focused exclusively on human resource development (e.g. vocational training) • Farming projects

IV. Eligible items / activities

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

Please note:

- For construction projects, the Applicant must provide the land title and building permit for the proposed project site.
- For projects involving the installation of water points (e.g., drilling, wells), the Applicant must be able to provide a hydrogeological study report.

N.B. Facilities, equipment and materials funded by the embassy belong to the Applicant or beneficiary organization (legal entity) of the project, 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, the audit fee can be covered by the grant.

**All expenses incurred for any items or activities not covered under the above eligibility criteria must be borne by the Applicant (see below for examples). These items will be determined in consultation with the Embassy after the project has been approved.*

Items NOT covered by the grant

Administrative Costs	e.g., salaries, utility bills, rent, land purchases, advertisements, transportation, operational costs
Upkeep Costs	e.g., maintenance expenses, purchase of replacement items
Tax and Bank Fees	e.g., customs duties, commissions, registration fees, value-added tax (VAT), bank charges, permit or license fees
Human Capital-Related Costs	e.g., scholarships, training, internships, school fees, academic research, school supplies
Consumable / Disposable Items and Goods for Individual Use	e.g., food, stationery, agricultural inputs, livestock, booklets, clothing, personal electronic devices, books

Intangible Items and Items Difficult to Trace	e.g., software, 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: 4:00 P.M., Monday, December 28, 2026 (Local time)

Attention !!

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

Format
Application form must be submitted in **WORD** format. Forms filled out by hand will be rejected.

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**.

If your application file exceeds this limit, please send it in separate mails, 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)"…

N.B. A maximum of three emails per project is permitted. Applications exceeding this limit will be automatically disqualified.

DOCUMENTS TO BE ATTACHED

1. Quotes from three suppliers / construction firms and audit firms (if the audit fee is to be covered by the GGP funds)
2. Location map of the project site
3. Detailed budget list of the project
4. Construction design and/or pictures of sample equipment
5. Copy of Land Title and building permit (mandatory for any construction project. The original must be submitted during the selection process.)
6. Photos of the project site (posted on 1 or 2 pages in a Word document)
7. Copy of the Applicant's registration certificate
8. Performance report of the past three (3) years
9. Financial balance sheet for the last three (3) years

If deemed necessary, you may be requested to submit additional documents such as:

- Project management/ operational and financial plan for the five years following the project completion.
- Copies of ID cards of the persons in charge within the Applicant organization
- Statutes and internal regulations of the Applicant
- Copy of the Applicant's bank identity statement (RIB)
- Copy of the Applicant's bank statement
- Location map of the Applicant's office
- (for water-related projects Copy of the hydrogeological study report (
- Organizational profile or presentation of the Applicant
- Project narrative report (If the Applicant has implemented similar projects in the past)
- Any other documents providing information on the Applicant and the proposed project

Put a 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 criteria

The Embassy will assess all 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 must be submitted)
- Financial status of the Applicant (financial statements 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

Applications received by the Embassy will be reviewed with particular attention based on the selection criteria mentioned above.

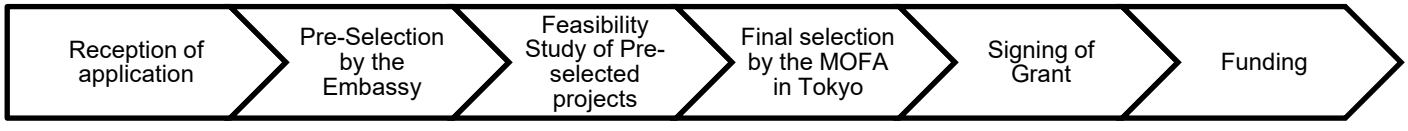
2. Visit to the project site and 2nd selection phase

If your project is pre-selected, you will be notified by the Embassy within two to three months after the application deadline. A representative of the Embassy will then inspect the project site and the Applicant's office for evaluation. You may be required to provide additional documents for further assessment.

3. Final selection phase

Projects that pass the Embassy's selection process will be recommended to the Ministry of Foreign Affairs of Japan (MOFA) for final approval.

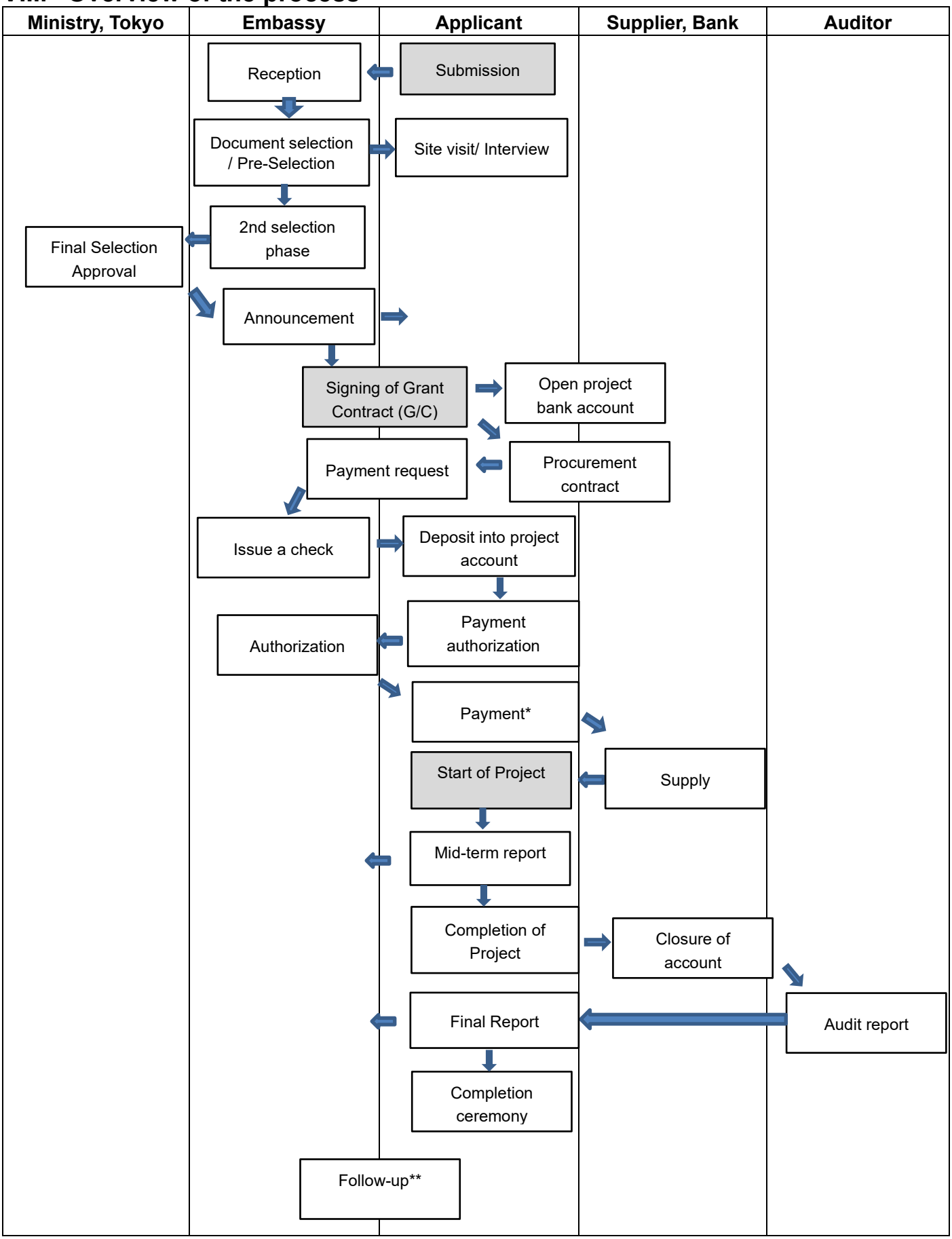
Flow: application to inception



Please note: This schedule is subject to change and may be advanced.

The Embassy does not respond to inquiries regarding selection decisions

VIII. Overview of the process



* 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 Applicants of adopted projects are obliged to take part.