The Guidelines for

Japan's Grant Assistance for Grass-roots Human Security Projects (GGP) in Jordan

If you are interested in applying for the GGP program, we advise you to consult with the embassy **AFTER** understanding the basic conditions/requirements of the scheme by reading the pamphlet and the below guidelines (key points are explained in the text boxes) **BEFORE** filling in the full application and preparing all supporting documents.

GGP pamphlet; <http://www.mofa.go.jp/mofaj/gaiko/oda/files/000071826.pdf>

For the initial consultation to determine the eligibility, please share with us;

* Basic information about the organization
* Concept note for the project idea which includes;
  1. People to be benefited (criteria and estimated number per year)
  2. Estimated cost (budget breakdown)

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\*Kindly be noted that the application can be submitted anytime throughout the year, but the screening will be done only twice a year. If the project is selected and approved, you will have to sign grant contract (G/C) and start the project immediately. In principle, the project shall be completed within 1 year from G/C signing date.

Guidelines for filling the application;

# APPLICANT DETAILS

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|  | Eligible organizations |  |
| The following criteria will be considered.   * Officially recognized as a Non-profit organization. (Legally registered with relevant Jordanian authorities) * Implementing economic and social development projects at the grass-roots level. * Continuous activities for more than 2 years in the field of the proposed project.   Basically, if your organization is an NGO registered with/through Ministry of Social Development in Jordan or established under a Royal decree, you are eligible to apply for the grant. | | |

\*For other cases, please send the registration certificate of your organization for consultation.

Main activities of the organization

* + Include; geographical area of its activities, available resources (ex. facilities), about the people benefited from the ongoing projects etc.

Financial / technical assistance received from Jordanian ministries, foreign governments or international organizations

* + Describe details for the past 5 years and any GGP in the past years.
  + This information will help us to evaluate your organization’s reliability, credibility and fund management skills.

# PROPOSAL DETAILS

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|  | Project areas |  |
| The GGP mainly targets areas that aim to improve human security such as projects that are highly beneficial at the grass-roots level.  The areas of priority and detailed terms and conditions will be determined in accordance with Jordan’s development needs.  Please check examples of previous projects in Jordan to have an idea. <http://www.jordan.emb-japan.go.jp/files/000363494.pdf> | | |

When describing the information based on any statistics or reports, write the name of the source (along with page NO# etc.) and year of publication. Attach the documents if possible.

1. Project site
   * The project site and sub-site (e.g. Ajloun- Anjara), mention if it’s inside refugee camp.
   * Indicate the project population number. If the project mainly targets the city population, write the population of the city and write (city) in brackets.
   * The specific place of the project site (ex. google map URL) will be helpful when the embassy conducts the site visit.
   * Indicate all necessary information if the project will be implemented at several sites. (3) Nature of the project

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| --- | --- | --- |
|  | Items supplied |  |
| * Equipment * Construction/renovation of buildings and infrastructure   (In principle, the ownership should be with your organization or allocated to your organization permanently from the authorities/parties)  \* Intangible improvements such as training fee may also be eligible for support if determined to be important. However, please note that the main purpose of the proposal should be tangible improvements mentioned above, therefore, intangible improvements should be what are incidental and supplementary to provision of equipment or construction/renovation of buildings and infrastructure.  The following budgetary items can NOT be financed in principle:   * Consumables and small fixtures | | |

* Running and maintenance costs (ex. personnel costs, office expenses)
* Vaccines
* Books
* General vehicles (excludes special vehicles such as garbage collection trucks, fire trucks, ambulances, etc.)
* Electronic equipment such as personal computers
* Banking fees
* Administrative fees, registration fees, etc.
* Import tariffs, internal taxes, value-added tax, etc.

1. Estimated cost for the project

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| --- | --- | --- |
|  | Budget |  |
| The maximum grant amount per project is 10 million yen in general. The exchange rate differs each year. (For Japanese FY2022, it’s 92592USD/65555JOD)  Quotation  3 written quotations of the each goods or services to be procured issued by different suppliers are required. Noting that any tax should NOT be included in principle. (The quotation should mention the original price and tax price separately or “the price excludes any tax or custom”) Also any extra cost (ex. shipping, registration, training fee) should be mentioned separately.  If the proposal is approved, grant amount will be the total of the lowest prices of each. Noting that in case that the grant amount is insufficient to complete the project for any reason, the organization shall be responsible for bearing the shortage to complete the project.   * Construction/renovation; Breakdown of the work contents is required. * Equipment; brand name & type of the equipment should be mentioned.   Audit  External audit dedicated to the GGP project will be required, and the cost for this can be included in the GGP budget. The detailed guideline will be shared later.  Bank account  Bank account dedicated only for the GGP project will be required. Noting that the commission fee for the bank shall be covered by the organization. | | |

* + Please write the lowest price of 3 quotations for each item, 1 line is for 1 set of 3 quotations.
  + The quotation price can be in Jordanian dinar or US dollar only.
  + Cost sharing for 1 item is NOT allowed.
  + Please note that equipment of Japanese brands/manufactures is preferable.

1. Problem statement
   * Describe the problems that the project will help find a solution for.
   * This information will help us to evaluate the necessity, importance and urgency of the project.
   * For renovation project, write the detailed information of the building (ex. the year of construction, previous renovation history, current situation) in addition to photos showing the current condition.
   * For replacement of the existing equipment (including upgrading) project; write the detailed information of the current equipment (ex. the year of manufacture and installment, previous maintenance history, current situation) in addition to photos showing the current condition.
2. The organization’s response to the problem
   * (a) Describe the steps the organization has taken to respond the problems described above.
   * This information will help us to evaluate your organization’s project management skill and sustainability based on the experience and achievement for similar projects.
3. Objectives and outline of the project
   * Include concrete description of the planned activities when the proposed construction/ renovation /installing equipment is completed.
   * This content should be in responding to the above mentioned problems.
4. People to be benefited from the project
   * (a) Expected number of beneficiaries will be used as an indicator when the embassy follows up the project. Indicate realistic numbers with convincing calculation.
   * (b) Criteria and social background of the people can be ex. gender, age, nationality, income level. Any relevant statistics or reports ex. poverty rate, unemployment rate, refugee population, main economic activity can be very beneficial.
5. Expected effects of the project
   * Describe realistic direct/indirect impact on the people and the society, and how the project would contribute to overcome the current problems and accomplish the objectives.
6. Sustainability of the project
   * Describe how the applicant shall cover the running and maintenance cost and keep the quality of work, as GGP does NOT cover those costs.
   * Describe if acquiring licensing or permission is needed from authorities.
   * For installing equipment project, write the management system (ex. who will be in charge of the usage and maintenance of the equipment, how this person is qualified, availability of repairing parts/suppliers)
7. Other organizations working in the same field with the proposed project
   * This information will help us to evaluate the necessity of the project by the differentiation and compartmentalization of the services by others.
   * The information should be obtained from reliable sources.

Check sheet before applying for GGP

1. Make sure to read all the following documents.

CHECK

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| --- | --- |
| GGP pamphlet [(http://www.mofa.go.jp/mofaj/gaiko/oda/files/000071826.pdf](http://www.mofa.go.jp/mofaj/gaiko/oda/files/000071826.pdf)) |  |
| GGP guidelines \*This document |  |

1. Make sure to have the complete application.

CHECK

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| --- | --- |
| All lines are filled out and in English |  |
| All conditions on the last page are understood well and agreed |  |
| The application is signed by the representative and stamped |  |

1. Make sure to enclose all of the following documents.

CHECK

|  |  |
| --- | --- |
| Financial reports for the past two years (preferably in English) |  |
| Registration certificate of the organization from the relevant authority |  |
| Organization chart (with the number of staff for each section) |  |
| Pamphlet, brochure or newspaper clipping of the organization and its previous activities |  |
| 3 written quotations of the each item to be procured issued by different suppliers |  |
| Statistics or reports about the problems to be dealt by the proposed project |  |
| Statistics or reports about the people to be benefited by the proposed project |  |
| For construction/renovation project only  Documents showing the ownership of the land and the building & floor map |  |
| For renovation/replacement of equipment project only Photos showing the current condition |  |