

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

Please read the guidelines below carefully before beginning your application. If you wish to contact the embassy, do so after you have read and understood this document.

GGP pamphlet:

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

<GGP Target 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:

<http://www.jordan.emb-japan.go.jp/files/000363494.pdf>

<Application Period>

From 21st January to 7th March 2024 at 4pm.

(Late submission after the deadline will not be accepted in any cases)

<Contact details and Submission>

Application is only accepted **by hand or postal mail.**

THE ECONOMIC AND DEVELOPMENT COOPERATION DIVISION,
EMBASSY OF JAPAN

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DOCUMENTS TO APPLY FOR GGP GRANT

The Application must be submitted in English. Kindly note that submitting an application in Arabic may severely affect your application negatively. It is preferable that the documents attached are also in English.

- GGP Application
 - 3 Quotations for each item (3 different suppliers for the same item)
 - Financial statement for your organization for the past 2 years
 - Organizational chart of your organization
 - Map of the project site
 - Copy of official registration certificate of your organization under the relevant Jordanian Authority
 - Additional documents/brochures/handbooks that will help us understand the nature of your organization better
 - Additional relevant documents that are mentioned in the Applicant Checklist
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The application template is comprised of 2 parts: Applicant Details and Proposal Details. Below are the guidelines for filling the application:

1. **APPLICANT DETAILS**

a) Eligible organizations

- You must be officially recognized as a Non-profit organization and legally registered under relevant Jordanian authorities.
- You must be implementing economic and social development projects at the grass-roots level.
- You must have had continuous activities for more than 2 years in the field of the proposed project.

If your organization is an NGO registered with/through the 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.

b) Main activities of the organization

- Include the geographical area, the activities, the available resources (e.g. facilities), and about the people benefited from the ongoing projects of your organization.

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

- Describe in detail any grant your organization has received for the past 5 years.
- This information will help us to evaluate your organization's reliability, credibility and fund management skills.

2. PROPOSAL DETAILS

a) Project site

- Write 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.
- Indicate all necessary information if the project will be implemented at several sites.

b) Nature of the project

- Circle the nature of your project. (construction, renovation, equipment replacement, etc.)

c) Items supplied

- Equipment
- Construction/ renovation of buildings and infrastructure (In principle, the ownership of equipment should be allocated to your organization permanently from authorities/parties)

*Intangible improvement 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 the provision of equipment or construction/ renovation of buildings and infrastructure.

The following items can **NOT be financed in principle:**

- Consumables and small fixtures (e.g. footballs, thermometer, stethoscope)
- Running and maintenance costs (e.g. personnel costs, office expenses, salaries, driver fees)
- Vaccines
- Books
- General vehicles (we allow special vehicles such as garbage collection trucks, fire trucks, ambulances, etc.)
- Electronic equipment such as personal computers (we allow special computer devices such as computers made for persons with disability, etc)
- Banking fees
- Administrative fees, registration fees, etc.
- Import tariffs, internal taxes, value-added tax, etc.
- Rented items
- Shared cost/donation projects; GGP grant cannot be part of a larger group of donations for a singular project (e.g. constructing a new building with another donor/entity). GGP grant must have its own separate project.

d) Estimated cost for the project

➤ Budget

The maximum grant amount per project is 20 million yen in general. The exchange rate differs each year. In 2024, the amount is equivalent to **143,884USD /101,869JOD**.

➤ Quotation

It is required to attach **3 written quotations of the each goods or services** to be procured issued by different suppliers. In other words, pick a brand for the procured item (e.g. Toyota ambulance), you will need 3 different quotations for this ambulance. Noting that the GGP grant does not cover tax, 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 (e.g. shipping, registration, training fee) should be mentioned separately.

- Please write the lowest price of 3 quotations for each item in the application, 1 line is for 1 set of 3 quotations. Cost sharing for 1 item is NOT allowed.
- The quotation price can be in Jordanian dinar or US dollar only.
- Construction/renovation: Breakdown of the work contents is required.
- Equipment: brand name & type of the equipment should be mentioned. (Japanese brands/manufactures is preferable)

➤ Audit

External audit dedicated to the GGP project will be required, and the cost for this can be included in the GGP budget.

➤ 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.

e) 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 (e.g. 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 (e.g. the year of manufacture and installment, previous maintenance history, current situation) in addition to photos showing the current condition.

f) The organization's response to the problem

- Describe the steps the organization has taken to respond to the problems described above. This information will help us evaluate your organization's project management skill and sustainability based on the experience and achievement for similar projects.

g) 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.

h) People to be benefited from the project

- Include the expected number of beneficiaries. This will be used as an indicator when the embassy follows up the project. Indicate realistic numbers with convincing calculation.
- Criteria and social background of the people can be e.g. gender, age, nationality, income level. Any relevant statistics or reports e.g. poverty rate, unemployment rate, refugee population, main economic activity can be very beneficial.

i) 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.

j) 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 (e.g. who will be in charge of the usage and maintenance of the equipment, how this person is qualified, availability of repairing parts/suppliers)

k) Other organizations working in the same field with the proposed project

- This information will help us evaluate the necessity of the project by the differentiation and compartmentalization of the services by others.
- The information should be obtained from reliable sources.

ملخص بسيط للتعليمات باللغة العربية

هذا ملخص لآكن يجب قرأه الإرشادات الإنجليزية فوق. تستهدف منحة GGP بشكل أساسي المجالات التي تهدف إلى تحسين الأمن الإنساني مثل المشاريع التي تعود المنفعة على مستوى الشعبي. لا تغطي GGP الرواتب أو تكاليف التشغيل.

- يجب تعبئة الطلب باللغة الإنجليزية.
- يجب إرفاق 3 عروض أسعار لكل عنصر ترغب في الحصول عليه من المنحة.
- يجب إرفاق سجلات مالية لمنظمتك.
- يجب إرفاق شهادة تسجيل المنظمة تحت وزارة التنمية الاجتماعية
- يجب شرح الية مسعدة هذا المشروع للمستفيدين منه.
- يجب شرح الطريقة التي قمت في حساب عدد المستفيدين.
- يجب أن توفر المنظمة خدمات وتكون على قاعدة العمل لمدة سنتين على الأقل.
- يجب أن يكون المشروع مستمراً منذ سنتين على الأقل
- يجب إرفاق هيكل تنظيمي للمنظمة بعدد الموظفين في كل قسم.
- يرجى إرفاق أي كتيب أو بروشور أو أي مستند يساعد السفارة في فهم طبيعة المشروع.