Application Form for

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

**※ Please make sure to thoroughly read the guideline before filling in this application ※**

For 2025 First Term, the **Grant Amount is** **47,199 JOD**

**1. APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| (1) Name of the  organization | English |  |  |
| Arabic |  |  |
| (2) Address (Add your street, city and municipality) | HQ location |  |  |
| (3) Representative  | Name |  |  |
| Title |  |  |
| Mobile  |  |  |
| E-mail |  |  |
| (4) Person in charge  of this proposal  | Name |  |  |
| Title |  |  |
| Mobile |  |  |
| E-mail  |  |  |
| (5) Nature of the  organization (Circle the suitable description) |  | Local NGO / International NGO / Local public organization Educational institute / Medical instituteOther (specify):  |
| (6) Year of Registration |  |  |
| (7) Purpose of  establishment |  |  |
| (8) Main activities of  the organization |  |  |
| (9) Number of the staff | Board member |  |
| Paid Staff |  |
| (10) Financial / technical assistance received from Jordanian government, foreign governments or international organizations | Year | Donor | Project title | Content and Reference(press release, web page, SNS post) |
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**2. PROPOSAL DETAILS** (Attach supporting documents if necessary)

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| --- | --- |
| (1) Name of the project |  |
| (2) Project site | Governorate, City / Camp |  |
| Targeted population |  |
| Google map URL of the exact location |  |
| (3) Nature of the project (circle the suitable description) | Construction / Renovation / Installing Equipment ( Replacement / New )Other; (specify) |
| (4) Estimated cost for the project*(List the items you wish to be procured through the grant)* | Item | Qty | Price (JOD) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| External audit | 1 |  |
| TOTAL (*should not exceed grant amoun*t): |  |
| (5) Problem statement (Attach supporting documents ex. related statistics or reports) | (a) Actual and present needs in details supported by numbers |
| (b) Major cause of the problem |
| (6) The organization’s response to the problem  | (a) Ongoing activities by the organization  |
| (b) Number of the benefited people per year (for the past 5 years) |
| (c) How your response is insufficient to solve the problem |
| (7) Objectives and outline of the project  |  |
| (9) Jordanian national policies that align with the project and its reasons |  |
| (8) People to be benefited from the project(Attach supporting documents ex. related statistics or reports) | (a) Estimated number (with the explanation on how the number was calculated) |
| Direct | (per year) | Explanation: |
| Indirect | (per year) | Explanation: |
| (b) Criteria of the organization and social background of the people  |
| (9) Expected effects and outcome of the project |  |
| (10) Management of the procured items (Explain how you will manage and take care of the items you wish to procure from the grant) |  |
| (11) Other existing organizations working in the same field with the proposed project, and future plans | Name of the organization | Services provided (in detail)  |
| (Public) |  |
| (Private) |  |
| (UN / NGO) |  |
| (a) Describe reasons why the people need this project other than existing one. |

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To the best of my knowledge, the information provided in this application contains only the truth.

I agree, on behalf of the applying organization, if the Government of Japan approves the grant for abovementioned project, we shall pledge that;

1. We shall be fully responsible to prepare suitable space for the provisions, maintain the provisions, and use them properly and exclusively for the project for at least five years in Jordan.

2. We shall bear any taxes including sales tax and custom if it’s charged to any project related items.

3. All necessary expenses for the use and maintenance of all purchased items by the grant, in addition to the operational and administrative cost shall be the responsibility of the organization.

4. In case that the grant amount is insufficient to complete the project for any reason, the organization shall be responsible for bearing the shortage cost and complete the project.

5. We shall not make any changes to the content of approved project such as purchase of the items other than the agreed ones, or reallocation of the grant budget and of the purchased items without obtaining a prior approval from the Embassy of Japan.

6. We will continue to maintain the level of services provided with the current staff members. In addition, we will employ additional staffs necessary to implement the project successfully.

8. We shall take any necessary procedure with the relevant authorities in Jordan to receive the grant from the Government of Japan and to implement the project.

9. We shall open a bank account dedicated only for the project. The commission fee for the bank shall be covered by the organization.

10. Before withdrawing any amount of the transferred fund from the bank, we shall inform the Embassy of Japan the amount and the purpose enclosing the latest invoice from supplier in order to acquire its permission.

11. We shall make a donor plaque with Japanese flag, in order to express our appreciation.

12. We shall appoint an external auditor to conduct an audit for the grant extended by the Government of Japan.

Name:

Title: (representative)

# Signature:

Date:

(Stamp of the organization)

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| **Applicant checklist** |
| I have read the guidelines in detail before submitting my application. | □ |
| I have filled the application in English. | □ |
| I have provided clear contact details as requested in the application. | □ |
| I have read the commitment clauses on the last page of this application, and it has been signed by the representative and stamped. | □ |
| **Attachments to complete your application** |
| I have attached **a financial report for the past two years** (preferably in the English language). | □ |
| I have attached **estimates/quotations** for each item and/or service that I wish to procure from this grant from **three suppliers**. | □ |
| I have attached proof that my organization is legally registered under the relevant Jordanian authority. | □ |
| I have attached an organization chart ( with the number of staff from each section). | □ |
| I have attached statistics or reports about how the problems to be dealt by the proposed project. | □ |
| I have attached statistics or reports about how I calculated the number of people that will benefit from the proposed project. | □ |
| I have attached a brochure, pamphlet, newspaper clippings of my organization and its previous activity. | □ |
| Only for Constriction/ Renovation project I have attached the ownership of the land and the building & floor map. | □ |
| Only for Renovation/ Replacement of equipment project onlyI have attached pictures of the current condition. | □ |

Attach the following checklist with your application.