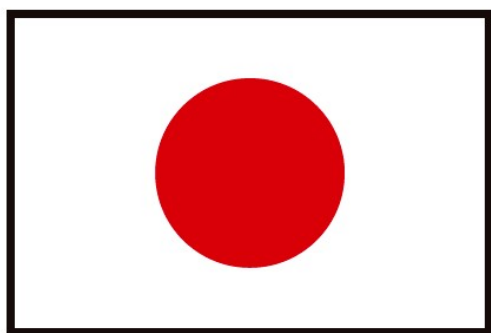


G U I D E L I N E

GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS (GGHSP)-KUSANONE- JFY 2022/23



**From
the People of Japan**



**EMBASSY OF JAPAN
IN
THE UNITED REPUBLIC OF TANZANIA**

1. INTRODUCTION

The Japanese Government offers a financial assistance scheme for development projects designed to meet the diverse needs of developing countries. Known as Grant Assistance for Grass-roots Human Security Projects (GGHSP), this scheme supports community-participatory projects proposed by such bodies as nongovernmental organisations (NGOs), local government authorities and etc., in a manner that the ownership and reliable planning of applicants are highly respected for implementation of projects. The GGHSP has acquired an excellent reputation for providing flexible and timely support to development projects at the grass-roots' level. This pamphlet outlines the objectives, procedures, and other requirements for accessing assistance under the GGHSP.

2. ELIGIBLE APPLICANT

Applications can only be received from non-profit organisations, which include, but may not be limited to;

- * Local government authorities (District, City, Municipality etc.)
- * Local Non-Governmental Organisations (NGOs)
- * Community Based Organisations (CBOs)
- * Community and Government Schools
- * Hospitals

It is strongly recommended that an application identifies which person will be responsible for the administration, implementation and monitoring of the project. Eligible applicants are also required to have the financial capacity to afford to pay for such items that the GGHSP will not cover, which are referred to administrative or running costs for the sustainability of the proposed project.

NOTE:

- In principle, **minimum two-year-experience** as an acting organisation is required to apply for the project.
- If applicants have any **past assistance**, state them precisely.
- Applications from **Private organisations, Individuals and Central Government** will be automatically disqualified.

3. PREFERABLE PROJECTS

❖ Physical structures (e.g. Construction, Rehabilitation, Expansion)

Projects of any sector are possible, if they benefit in grassroots level, and are not related to military/political/religious/profit-making/health-harmful activities (c.f. Clause 5). Soft component such as capacity building to beneficiaries is possible to be included if it is considered to be highly required.

Examples: health, education, water supply (after drilling a borehole), social welfare etc.

NOTE:

- The projects are to be approved on humanitarian grounds and emergency measures.

4. FUND CEILING


The maximum available grant for the financial year 2022 will be JPY¥10,000,000 per project. (≒USD 92,500 or TSH 214,000,000)

NOTE:

- Please design the budget based on the essentials of the proposed project such as industrial materials. Do describe **applicant's financial/in-kind inputs** to the project.

5. PROJECTS/COMPONENTS NOT CONSIDERED FOR GGHSP FUNDING

- * Projects that have no financial/in-kind inputs from the community.
The Government of Japan only provides complementary financial assistance. The community itself has to provide and obtain its self-help efforts for the project.
- * Consumable goods such as office supplies (e.g. Personal computers photocopy machines, fax machines, stationery, etc.)
- * Small equipment such as medical, agricultural, and educational equipment may not be acceptable since it is difficult to monitor them after being funded.
- * Vehicles for general use
- * Purchasing land/building
- * Holding fees for seminar/workshop
- * Projects for institutions of higher education
- * Retroactive costs
- * Rent and maintenance fees for building (repair, upkeep, fees, licenses, etc.)
- * Running costs (telephone/electricity/water costs)
- * Projects requesting military equipment and facilities, or those promoting violence; political and religious activities; **individual income generating or leisure activities.**
- * **Private/individual/commercial based projects.**

 **EMBASSY OF JAPAN RESERVES THE RIGHT TO CLAIM A REFUND OF THE GRANT IF IT IS USED FOR ANY PURPOSE OTHER THAN THE EXECUTION OF THE INTENDED PROJECT.**

6. HOW TO APPLY

1. Have you fully understood the regulations and requirements set under the GGHSP scheme? You can apply anytime when you are ready! **(No deadline for applications.)**
2. Write a detailed project proposal. Describe a cost breakdown to show how the fund will be used and for what kind of items. It is important to identify carefully what the needs of your community are, and to develop the concept for the project according to the needs.
 - An official application form which will be provided by the Embassy of Japan shall be accompanied by the following documents. (tick the boxes before submission to make sure all documents are enclosed)

- ☐ Project Proposal written up by the organisation
- ☐ Architectural Drawings for the project
- ☐ Project Site Maps (within the site & the location in ward/district)
- ☐ Photos of the project site (small size is preferable)
- ☐ Detailed Cost Breakdown (Embassy, applicant and community)

- ☐ List of separated incidental cost (e.g. Transportation of materials, Unskilled/skilled labour, technical supervision etc.)
- ☐ Financial reports for the past two fiscal years
- ☐ Hydrogeology survey report (if it is a water related project)
- ☐ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction
- ☐ Proof of (or pledge of) necessary parking space and auto insurance (if it is a project of procurement of vehicles, including ambulances and fire trucks)
- ☐ (To the extent possible) Booklet of your organization

And if an applicant is NGO, CBO etc., the following documents should be enclosed as well.

- ☐ Copy of Registration certificate of the organisation
- ☐ Agreement to the project from the local authorities (district, ward, village councils)

An official application form is available at the reception of the Embassy, at our website (https://www.tz.emb-japan.go.jp/e_bilateral/kusanone_en.htm) or upon request by emailing to gghsp.tz@dr.mofa.go.jp.

NOTE:

- An application will be accepted only when all the above documents are attached with the application form.
- Application documents will not be able to be returned to applicants even if proposals are rejected.
- The applicant should be responsible for customs duties, internal taxes and other fiscal levies (e.g. VAT, service levy and bank charges etc.) in case the applicant cannot get tax exemption from respective authorities.

CONTACTS FOR FURTHER INQUIRIES

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POINTS TO BE ASSESSED

- 1) CREDIBILITY
of the applicant organisation
- 2) ACCOUNTABILITY
of the applicant organisation
- 3) PROJECT MANAGEMENT SKILLS
by the applicant organisation
- 4) COMMUNITY CONTRIBUTION (PARTICIPATION)
- 5) SUSTAINABILITY of the project
by the community

FLOW CHART OF GGHSP PROCESS

