**\*Please erase all instructions in red and do not change the font or format of the document**

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| **PROJECT TITLE** | | | | “Project for (Action) (Object) in (Location)”  Example: “Project for Construction of Hospital in Tbilisi” | | | | | | | | |
| **ORGANIZATION NAME**  ***Full name and abbreviation in English and Georgian*** | | | | ***English***: | | | | | | | | |
| ***Georgian***: | | | | | | | | |
| ***Abbreviation***: | | | | | | | | |
| **IDENTIFICATION NUMBER** | | | |  | | | | | | | | |
| **ORGANIZATION TYPE** | | | | *Select* | | | | | | | | |
| **PROJECT CATEGORY** | | | | *Select* | | | | | | | | |
| **REQUESTED BUDGET *In USD*** | | | | **USD** | | | | | | | | |
| **PROJECT BUDGET USAGE**  **What will you buy with budget?** | | | |  | | | | | | | | |
| **PROJECT OUTCOME**  ***What Benefit Will Project Bring?*** | | | |  | | | | | | | | |
| **PROJECT BENEFICIARIES Who will benefit from project?** | | | | ***Approximately*** people | | | | | | | | |
| **PROJECT LOCATION**  ***Region, municipality, village*** | | | | ***Region*** *Select* ***Municipality, Village*** **Exact location of the project site:** | | | | | | | | |
| **RESPONSIBLE INDIVIDUAL AUTHORIZED TO SIGN THE GRANT CONTRACT** | | | | ***Position:*** | | | | | | | | |
| ***Name:*** | | | | | | | | |
| ***Mobile:*** | | | | | | | | |
| ***Email:*** | | | | | | | | |
| **CONTACT PERSON** | | | | ***Position:*** | | | | | | | | |
| ***Name:*** | | | | | | | | |
| ***Mobile:*** | | | | | | | | |
| ***Email:*** | | | | | | | | |
| **SUBMISSION DATE** | | | | ***Click Month, Date, Year*** | | | | | | | | |
| **EXPERIENCE of Japanese Grants (YEAR and Name of the Project)** | | | | ***Year*** *Select*  The Project for | | | | | | | | |
| **APPLICATION ANNEXES**  **Check list for all types of projects** | | | | 1.1 Application Form  1.2 Financial Condition Form  (past 2 years of fiscal condition)  1.3 Sample Budget Breakdown Application (Excel)  1.4 Public Registry Sheet | | | | 1.5 Photos of the project site  1.6 Current condition photos | | | | |
| **1** | **PROJECT** | |  | | | | | | | | | |
| **1.1** | **FUND ALLOCATION**  What will you do with project funds? | |  | | | | | | | | | |
| **1.2** | **ACUTE PROBLEM and CONTEXT**  What acute problem this project will resolve? How? What is the context of the problem? | |  | | | | | | | | | |
| **1.3** | **Geo-Japan RELATIONS**  What experience do you have in supporting Geo-Japan relations, and how would this project contribute to strengthening them in future? | |  | | | | | | | | | |
| **1.4** | **PROJECT OBJECTIVE** | | Describe the project as clearly as possible. | | | | | | | | | |
| **1.5** | **BENEFICIARIES** | | Who will benefit from the project? How many persons? | | | | | | | | | |
| **1.6** | **MAINTAINANCE PLAN** | | Describe your plan for maintenance and management of the facilities/equipment after the completion of the project | | | | | | | | | |
| **1.7** | **STRATEGIC VALUE**  Is your project strategically important? Why? | |  | | | | | | | | | |
| **1.8** | **RESEARCH** | | Is there any research to support your statements? Please refer to specific source | | | | | | | | | |
| **2** | **ORGANIZATION** | |  | | | | | | | | | |
| **2.1** | **PROFILE** | | How/why/what for organization was founded? By whom?  What are values and mission? | | | | | | | | | |
| **2.3** | **YEAR OF ESTABLISHMENT** | |  | | | | | | | | | |
| **2.4** | **OFFICIAL WEBSITE** | | *http: (Official website)* | | | | | | | | | |
| *http: (Social Networking sites)* | | | | | | | | | |
| **2.5** | **ORGANIZATION STATUS** | | *Select* | | | | | | | | | |
| **2.6** | **ORGANIZATION STRUCTURE**  What are governance structures? | | Who makes decisions? Who is signatory? Who represents organization with third parties? Who makes financial transactions? Who confirms financial transactions? | | | | | | | | | |
| **2.7** | **HUMAN RESOURCE**  ***Position, Their status (paid, contractual and volunteer) Numbers. If there are not enough squares, please add to this format or submit on a separate sheet of paper.*** | |  | | **POSITION** | | | **STATUS** | | | **NUMBER** | |
| ***1*** | |  | | |  | | |  | |
| ***2*** | |  | | |  | | |  | |
| ***3*** | |  | | |  | | |  | |
| ***4*** | |  | | |  | | |  | |
| ***5*** | |  | | |  | | |  | |
| ***6*** | |  | | |  | | |  | |
| ***7*** | |  | | |  | | |  | |
| **2.8** | **PAST AND CURRENT DONORS, PROJECTS** Contact details | | | | | | | | | | | |
| **YEAR** | **PROJECT ESSENCE** | | | | **BUDGET (Currency)** | **DONOR** | | | **CONTACT PERSON/ E-MAIL, MOBILE** | | |
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| **3** | **BUDGET** | |  | | | | | | | | | |
| **3.1** | **TOTAL REQUESTED BUDGET FROM the Embassy** | | **USD** | | | | | | | | | |
| **3.2** | **TOTAL NECESSARY BUDGET FOR ENTIRE PROJECT** | | **USD** | | | | | | | | | |
| **3.3** | **CO-FUNDING OF PROJECT (if any)** | | Please write name of co-funding organization and its responsivity in project. | | | | | | | | | |
| **3.4** | **FUNDING DISTRIBUTION (IN USD)**  If co-funder is necessary, please provide co-funding guarantee marking document with code 3.4 | | | | | | | | | | | |
| **SHARE** | | **COMPONENT 1** | | | **COMPONENT 2** | | | **COMPONENT 3** | | | **TOTAL** |
| **Embassy Funding** | |  | | |  | | |  | | |  |
| **Co-funding**  **(indicate co-funder)** | |  | | |  | | |  | | |  |
| **TOTAL** | |  | | |  | | |  | | |  |
| **3.5** | **WHAT DOES THE COST (code 3.5) COVER?** | | Transportation, maintenance, repairs, spare parts? | | | | | | | | | |
| **4** | **OTHER** | | **PLEASE GIVE SHORT ANSWER** | | | | | | | | | |
| **4.1** | How did you find out about the Grant Program? | | Social Media *(Please specify*  *)*  Japanese Embassy’s website  Other internet sources *(Please specify*  *)*  Through other NGOs*(Please specify*  *)*  Through contacts *(Please specify*  *)*  Others *(Please specify*  *)* | | | | | | | | | |
| **4.2** | Have you applied to this grant program before? When? | | YES NO  ***Year*** *Select* | | | | | | | | | |
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| **SUBMISSION**  **Form of application:** Please submit your application form via e-mail.  **E-mail Title:** Please put the words: “GCGP APPLICATION” and your organization abbreviation in e-mail subject.  **Send to:** Please send your applications to: [ecocoop@tb.mofa.go.jp](mailto:ecocoop@tb.mofa.go.jp) | | | | | | | | | | | | |

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| **General Instructions**   1. **Responsibilities of the recipient organization**   It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the Project.   1. **Project Areas** 2. Japanese language education equipment (LL equipment, etc.) for the Japanese language departments at universities; Sound and lighting equipment for theatres; Sports equipment for sports facilities and organizations (including martial arts); Audio-visual equipment for art galleries and museums. 3. The Grant does NOT cover the following items:   A Office expenses (office rental fee, salary for employees etc.)  B Contingency Funds  C Expenses incurred on individual or corporate profit-making activities  D Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)  E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes  F Research expenses that do not have clear direct benefits for the population  \***Notes on taxes**   * In principle, the import-related taxes for the items covered by the Grant should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures. * Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes. * On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes. * As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes. *Please consult the Embassy of Japan for more details.*   **3 Opening of a dedicated bank account**  After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Embassy of Japan is required for the recipient organization to make every payment to suppliers or other relevant parties out of the dedicated bank account. On this matter, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank in the country where the project is implemented.  **4 External audit**  (1)In principle, after the completion of the project, the recipient organization shall perform an external audit in order to verify that the funds for the project have been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented.  (2)The necessary fees for performing the external audit may be eligible for support by the Grant. In principle, like other items, a comparison of estimates from three suppliers should be carried out.  (3)Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient is required to submit a copy of this report to the Embassy of Japan. This report should contain the following elements:  A Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)  B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)  C Inspections of the project site (attach photographs to the report)  **5 Reporting**  It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report if applicable and a project completion report.  **6 Visibility**  In order to ensure the visibility of Japan’s grant assistance, the recipient organization shall endeavour to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings. |

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| I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.  , 20   (Day/Month/Year)    (Name of Person in Charge)    (Title)    (Name of Organization)    (Signature) |