**\*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?** | | | | ***(Construction, rehabilitation, purchase of heavy equipment..)*** | | | | | | | | | | | | |
| **PROJECT OUTCOME**  ***What Benefit Will Project Bring?*** | | | |  | | | | | | | | | | | | |
| **PROJECT BENEFICIARIES Who will benefit from project?** | | | | ***Approximately*** people | | | | | | | | | | | | |
| **PROJECT LOCATION**  ***Region, municipality, village***  ***(construction site, parking lot of equipment)*** | | | | ***Region*** *Select* ***Municipality, Village*** **Exact location of the project site:** Example **41.71081781938908, 44.75738323191098** | | | | | | | | | | | | |
| **RESPONSIBLE INDIVIDUAL AUTHORIZED TO SIGN THE GRANT CONTRACT** | | | | ***Position:*** | | | | | | | | | | | | |
| ***Name:*** | | | | | | | | | | | | |
| ***Mobile:*** | | | | | | | | | | | | |
| ***Email:*** | | | | | | | | | | | | |
| **CONTACT PERSON** | | | | ***Position:*** | | | | | | | | | | | | |
| ***Name:*** | | | | | | | | | | | | |
| ***Mobile:*** | | | | | | | | | | | | |
| ***Email:*** | | | | | | | | | | | | |
| **SUBMISSION DATE** | | | | ***Click Month, Date, Year*** | | | | | | | | | | | | |
| **GGP EXPERIENCE (YEAR and Name of the Project)** | | | | ***Year*** *Select*  The Project for | | | | | | | | | | | | |
| **APPLICATION ANNEXES**  **Check list for all types of projects**  **See the details in General Instruction (8 Attachments to this Application form)** | | | | 1.1 GGP Application Form  1.2 Financial Condition Form  (past 2 years of fiscal condition)  1.3 Revenue Service Sheet  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? | | Will you procure heavy equipment? Will your rehabilitate or construct a building? Etc. | | | | | | | | | | | | | |
| **1.2** | **ACUTE PROBLEM**  What acute problem this project will resolve? How? | | Is your project resolving poverty, environmental pollution or any other priority issue of the GGP? How – for example: “arranging of irrigation facility will create source of income for local farmers” | | | | | | | | | | | | | |
| **1.3** | **CONTEXT**  What is the context of the problem? | | How did the problem evolve? | | | | | | | | | | | | | |
| **1.4** | **ORGANIZATIONAL EFFORTS** | | What effort did your organization make to solve the problem? | | | | | | | | | | | | | |
| **1.5** | **PROJECT OBJECTIVE** | | Describe the project as clearly as possible. | | | | | | | | | | | | | |
| **1.6** | **BENEFICIARIES** | | Who will benefit from the project? How many persons? Why are they vulnerable/in need? (describe socio-economic situation of beneficiaries) | | | | | | | | | | | | | |
| **1.7** | **MAINTAINANCE PLAN** | | Describe your plan for maintenance and management of the facilities/equipment after the completion of the project | | | | | | | | | | | | | |
| **1.8** | **SYNERGIES/OVERLAP**  What other similar services are available to those persons? Why is your project an added value? | | What are the government, international and local organizations, businesses and the community doing to improve the situation?  Why is this not enough? Is someone is already doing something similar – what is it, and how this project contributing to existing efforts? | | | | | | | | | | | | | |
| **1.9** | **STRATEGIC VALUE**  Is your project strategically important? Why? | |  | | | | | | | | | | | | | |
| **2.0** | **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*** | |  | | | | |  | | | | |  | |
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| ***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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| **2.9** | **FINANCIAL HEALTH** *Income, expenditures and balance for the past 2 years* | | | | | | | | | | | | | | | |
| **YEAR** | | **INCOME** | | | | **EXPENDITURE** | | | | | | | **BALANCE** | | |
| ***2022*** | |  | | | |  | | | | | | |  | | |
| ***2023*** | |  | | | |  | | | | | | |  | | |
| **2.10** | **AFFILIATIONS, PARTNERS** | | Please list down all political, religious, commercial, institutional or other affiliations of your organization and its key management/staff members. | | | | | | | | | | | | | |
| **3** | **BUDGET** | |  | | | | | | | | | | | | | |
| **3.1** | **TOTAL REQUESTED BUDGET FROM GGP** | | **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**  **(GGP)** | |  | | |  | | | | |  | | | | |  |
| **Co-funding**  **(indicate co-funder)** | |  | | |  | | | | |  | | | | |  |
| **TOTAL** | |  | | |  | | | | |  | | | | |  |
| **3.5** | **PRICE RESEARCH** Please attach the offers, marking document title with code 3.5  If more than 1 item, please create separate sheet. | | | | | | | | | | | | | | | |
| **ITEM(S)** | | **OFFERS** | | | | | **PRICE** | | | | **QUALITY** | | | | |
| (Name of items, quantity) | | Offer 1 (indicate offeror, contacts) | | | | |  | | | | Country of Origin and other information | | | | |
| Offer 2 (indicate offeror, contacts) | | | | |  | | | |  | | | | |
| Offer 3 (indicate offeror, contacts) | | | | |  | | | |  | | | | |
| **3.6** | **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 GGP 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 GGP before? When? | | YES NO  ***Year*** *Select* | | | | | | | | | | | | | |
| **4.3** | Have you attended public consultation on GGP? When? | | ***Click Month, Date, Year*** | | | | | | | | | | | | | |
| **4.4** | GGP Grant Program of the Embassy of Japan is trying to continuously improve.  Please help us by providing your feedback here. | | A. What do you think are major development challenges for Georgia?  B. Who are most vulnerable groups and why?  C. Are public consultations useful? What can we improve?  D. Other comments (if any) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **SUBMISSION**  **Form of application:** Please submit your application form via e-mail  **E-mail Title:** Please put the words: “GGP APPLICATION” and your organization abbreviation in e-mail subject, for example “*GGP APPLICATION XXX*”  **Send to:** Please send your applications to: [grassroot2@tb.mofa.go.jp](mailto:grassroot2@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. **Eligible items** 2. The GGP/KUSANONE mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign and reinforcement of community association contingent on tangible items may also be eligible for support.   (2)The GGP/KUSANONE 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  (3) In general, the following items are not eligible for the GGP/KUSANONE and should be shouldered by the recipient organization. However, the following items may be supported by the GGP/KUSANOE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established the recipient organization.  A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)  B Maintenance and management costs for the provided goods  C Vaccines  D Consumables, small fixtures  E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)  D General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)  E Electronic equipment such as personal computers, etc.  F Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANOE, account maintenance commission, foreign-exchange fee, etc.)  G Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments  H Import-related taxes (customs duty, internal tax, value-added tax etc.)  \***Notes on taxes**   * In principle, the import-related taxes for the items covered by the GGP/KUSANOE 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 GGP/KUSANONE. 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)  (4)In some exceptional cases, where there are no qualified organizations or  individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult the Embassy of Japan for more details.*   1. **In case of Unforeseen Circumstances**   After the approval and the signature of the Grant Contract, in principle, it is the recipient’s responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen. However, if such an unexpected shortfall is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request to the Embassy of Japan a support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*  **6 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 using the formats in annex.    **7 Visibility**  In order to ensure the visibility of Japan’s grant assistance, the recipient organization shall endeavor 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.  **8 Attachments to this Application form**  □ Estimates/quotations for each good and/or service from three suppliers  □ (For construction/rehabilitation of facilities) Schematic design and/or dimensioned drawing  □ (For construction/rehabilitation of facilities) A copy of land title or lease contract  □ (For rehabilitation of facilities) A copy of safety document  □ (As necessary) Permission of practice from the relevant governmental institution  □ (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment  □ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.  □ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction  □ (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and auto insurance  □ (To the extent possible) Booklet of your organization |

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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) |