Before considering to apply for the project, please make sure that your organization and the project idea comply with the nature of the GGP Human Security Grassroots Program. Those essentials are:

1. Project has to serve an acute and urgent need among the vulnerable regions and population;
2. Project has to serve strategic aspirations, in line with domestic and international commitments (including Sustainable Development Goals);
3. Project has to be social in its nature, **NOT** serving commercial interests;
4. Project has to benefit directly at least 100 persons;
5. Project has to provide good justification of the need and why alternative funding is not available.

Other essential criteria and procedures are described below:

|  |  |
| --- | --- |
| 1. **Maximum grant amount:**
 | **About**  **70 000** **USD**[[1]](#footnote-1) |
| 1. **Implementation period:**
 | **1** year or less (please make sure to plan in such a way to consider extra time for unforeseen circumstances. Late performance of project damages the future chances of project funding).  |
| 1. **Geographic coverage:**
 | Georgia (except occupied territories – Abkhazia and South Ossetia)  |
| 1. **Mandatory experience:**
 | Minimum 2 years of legal and practical experience  |
| 1. **Eligible recipients:**
 | Non-profit organizations, including:* NGOs and INGOs;
* Local public authorities (mayor’s office);

In highly exceptional cases: * Educational and Medical institutions;
* Government institutions (LEPLs);
 |
| 1. **Eligible actions/costs:**
 | ***Eligible costs:**** Construction/Rehabilitation;
* Purchasing heavy equipment/medical equipment/agricultural equipment (which will last at least 20 years)
* Training, only if it is part of the project and essential to its implementation, and its cost must not exceed about 5% of the entire budget;
* Other similar.
 | ***Non-eligible costs:**** Salaries;
* TAX(VAT, tariff, );
* Bank Fee;
* Administrative and running costs;
* Contingency fund;
* Scholarship and research costs;
* Purchase of real estate;
* Social preparation, mobilization expenses, project conceptualization and community consultations;
* Working capital for projects that generate income for specific individuals or enterprises (except in cases when beneficiaries are poor villages and the purpose is to eradicate poverty with at least 100 direct beneficiaries);
* Equipment and/or facility for rent that generates income for specific individuals or enterprises;
* Purchasing of food, medicine, clothes and other consumables.
* Preparation of the project or its additional forms;
* Small equipment’s such as computer and camera
* Books;
* Vehicles(except special-purpose vehicle) ;
* Maintenance fee of equipment;
 |
| 1. **List of documents, requested for the application to GGP:**
 | 1. ***Mandatory: Only those who have submitted complete requirements shall be considered for the initial evaluation***
	1. GGP Application Form;
	2. Financial Condition Form(past 2 years of financial report);
	3. Public Registry Sheet (URL: www.napr.gov.ge );
	4. Revenue Service Sheet (URL: www.rs.ge);
	5. Photos of the project site;
	6. Photos showing the current condition of existing building/facility and equipment (if any);
2. ***Supplementary: Ideally, all supplementary documents will be submitted when you apply. However, all these supplemental documents must be submitted when applicants are required by the GGP section, Japanese Embassy.***
	1. Guarantee Letter – of co-funding, sustainability and other critical issues;
	2. Blueprint/sketches/plans of a construction project;
	3. Financial governance and procurement rules of the entity;
	4. A brief of organization’s rules to avoid corruption, ensure quality, have alternative contingency plans (risk management plan) and clear procedures of work and procurements;
	5. Monitoring Plan (timeline + logical framework for the Embassy to follow the progress of the project);
	6. Technical description of equipment to be procured, bidding documents (if submitted in advance);
	7. Recommendation/support letters;
	8. Most recent audits (past ２ years);
	9. Breakdown of co-funding;
	10. Cooperation documents (Memorandum, contracts, etc.);
	11. Contact table of previous donors and partners;
	12. Copies or links of research, informing the application content (documenting the pre-project situation and the need for the project)- summary about which claim in the project does the research support and its significance for the project;
	13. Organization’s registration and regulatory documents (statute, codes of conduct, etc.);
	14. Other supplementary documents (such as photos, videos, interviews, etc.).
	15. Price comparison and quotation (not officially signed)
 |
| 1. **Eligible language:**
 | English |
| 1. **Number of proposals:**
 | Each organization can receive grant maximum of 3 times in sequence if previous projects are implemented well.  |
| 1. **Sending applications**
 | **DEADLINE: February 15, 15:00 SEND APPLICATIONS TO** **grassroot2@tb.mofa.go.jp****Please make sure your file size is not larger than 10 MB.**  |

**Where to Find More Information About GGP?**

Information about GGP is available on the Facebook page of the Embassy of Japan in Georgia. You may also send an e-mail to **grassroot2@tb.mofa.go.jp**, sharing information about your organization, its experience, contact persons, website and preferable sector of interest, after which you will be registered for newsletters about the new grant competitions and group consultation meetings.

**Additional Information and Consultations:**

If the information you are looking for is not available at the web-page or Facebook, or if you would like to receive additional consultations regarding the grant program, please contact Embassy’s grant consultant through following details:

**E-mail:** grassroot2@tb.mofa.go.jp

# GGP Human Security Grant Program 2020-2021



1. Every year the amount slightly changes. Normally, the amount is 10 million YEN. [↑](#footnote-ref-1)