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| **C:\Documents and Settings\d10260\Desktop\WEB\WEB\PHOTOS FOR WEB\oda_georgia_logo.jpgOfficial Development Assistance** | Deliver Hardcopy to*(****Optional****):* | [Embassy of Japan in Georgia](http://www.ge.emb-japan.go.jp/english/grassroots/ggp.html)[7D Krtsanisi street; 0114;](http://maps.google.com/maps?q=Embassy+of+japan+in+georgia&oe=utf-8&client=firefox-a&hnear=Embassy+of+Japan+in+Georgia,+7d+Krtsanisi+str,+T%27bilisi,+Didi+digomi,+Tbilisi+0144,+Georgia&gl=ge&t=m&z=16)GGP Section; Tbilisi, Georgia; |
|  | E-mail Electronic Application (***MUST***)\*:*(\*Preferably Ms. Office Files)*Subject of the E-mail: | grassroot2@tb.mofa.go.jpProject Application: *PROJECTNAME* |
|  | Further Inquiries: | Tel: (+995 32) 275 21 11 Fax: (+995 32) 275 21 12 |
| Grant Assistance for Grassroots Human Security Projects (GGP) and Grassroots Cultural Grant Project (GCGP) Application Form |
|  |
| Application Type: | **Select** |
|  |  |
| Applicant Organization Name: |  |
| Applicant Organization Type: | **Select** |
| Applicant Organization Address: |  |
| Registration Date : |  |
| Responsible Person contact info |  |
|  | Name: |  |
|  | E-mail: |  |
|  | Mobile: |  |
|  |
| Project Name: |  |
| Region: | **Select** | District/Town/Village: |  |
|  |  |
| Application Submitted on:  | **DATE** | Requested Budget **USD**: |  |
| [ ] ***I have carefully read the*** [***GGP Guidelines***](http://www.ge.emb-japan.go.jp/files/grassroot%20programs/ggp_guideline.pdf) ***before filling out and submitting the Application***

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| --- |
| **I. APPLICANT** |
|  |
| **1.** | Name Of Applicant Organization: |  |
|  | 1.11 | Complete Address: |  |
|  | 1.12 | Phone Number(s)/Fax: |  |
|  | 1.13 | E-mail: |  |
|  | 1.14 | Web-Page: |  |
|  | 1.15 | Scale of Organization: | **Select** |
|  | 1.16 | Type of Organization: | **Select** |
|  | 1.17 | Year of Establishment: |  |
|  | 1.18 | Registration Number (ID): |  |
|  | 1.19 | Purpose of Establishment: |  |
|  | 1.20 | Number of Paid Staff/Profile (e.g. 2 doctors, 5 teachers): |  |
|  | 1.21 | Number of Unpaid Staff/Profile (e.g. 1 honorary member, 10 volunteers) |  |
|  | 1.22 | Number of Beneficiaries (students, patients, dwellers, etc.): |  |
|  | 1.23 | Annual Budget Size: |  |
|  | 1.24 | Main sources and shares of Income: |  |
| **2.** | Head/Director of Organization: |  |
|  | **Please provide the exact name as per ID** |  |
|  | 2.1 | Exact Title: |  |
|  | 2.2 | Contact Info (mobile, e-mail, etc.): |  |
| **3.** | Person in Charge of Project: |  |
|  | **Please provide the exact name as per ID** |  |
|  | 3.1 | Exact Title: |  |
|  | 3.2 | Contact Info (mobile, e-mail, etc.): |  |
| **4.** | Chronological list of the most prominent projects implemented by your Organization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Project Title | Location and brief Description | Cost of the Project ($) | Name and contact info of Donor  |
|  |  |  |  |  |
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| **5.** | Has your organization ever applied to GGP? | **Select** |
|  | 5.1 | Exact Year(s): |  |
|  | 5.2 | Name(s) of Submitted Project(s): |  |
|  |
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|  |
| **II. PROJECT** |
|  |
| **1.** | Title of the Project: |  |
| **2.** | Project Site Location (Include internet link of Satellite coordinates if possible): |
|  |
| **3.** | Objectives of the project: |
|  |
| **4.** | Outline of the Project (Background information, problem statement and detailed budget) |
|  |
| **5.** | References reflecting the relations with the relevant governmental authorities located in project site (Executive Committee or Municipalities).  |
|  |
| **6.** | Expected effects of the Project (Please describe the relations between the project and the objectives, and how the project would contribute to the accomplishment of the objectives). |
|  |
| **7.** | Estimated population that would be benefited by the project.  |
|  |
| **8.** | Estimated costs of the entire project (in USD with current exchange rate). |
|  |
| **9.** | How is your Organization planning to guarantee the Sustainability of the Project for next ten years (Guarantee letters of annual financing from Governmental/non-Governmental Institutions, Generation of income through social business and description of “Business Plan”). |
|  |
| **10.** | Expected breakdown of the goods/services, which you intend to purchase by the GGP fund. |
|  |
| **11.** | If you are applying GGP for a part of the project, will you finance the other costs? If yes, please nominate your detailed contribution. |
|  |
| **12.** | Duration of the project | From: |  | To: |  |
|  | (month, year) |  | (month, year) |
| **13.** | In case of your project envisages Reconstruction/Construction, please fill in the form below: |
|

|  |  |  |
| --- | --- | --- |
|  | Before Reconstruction | After Reconstruction |
| Size of the building  | m2 | m2 |
| The total number of rooms |  |  |
| The number of available rooms |  |  |
| The number of Beneficiaries |  |  |
| The number of staff |  |  |

 |
|  |
|  |
| **SIGNATURE:** |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
|  |  |  |  |
| Title: |  | Date: |  |

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| **III. CHECKLIST OF ADDITIONAL DOCUMENTATION***Mark Submitted documents:* |
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|  |  |  |  |
| --- | --- | --- | --- |
|  | Document | **MANDATORY** | **DESIRABLE** |
| 1 | Filled In Application Form | [ ]  |  |
| 2 | Financial Condition Form *(Download Excel file from our web page indicated on Cover page)* | [ ]  |  |
| 3 | Expected “Project Cost” Breakdown: | [ ]  |  |
| 4 | Project Budget Form *(Download from our web page indicated on Cover page)* | [ ]  |  |
| 5 | Two Recommendation letters *(From local/Central Governments, other Donors, etc…)* | [ ]  |  |
| 6 | Public Registration Proof of All Property (Land, Building, machinery, etc.) Involved in project |  | [ ]  |
| 7 | Map of the Project Site (Exact Coordinates, satellite image, etc.) | [ ]  |  |
| 8 | Three Cost Estimations *(Detailed Official Bids of three different Suppliers in USD)* |  | [ ]  |
| 9 | Blueprint/Sketches/Plans of the construction Project |  | [ ]  |

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* Please note, that this is not the final list of requested documents. For further consideration, Embassy retains the right to request additional documents not mentioned in advance.
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