

[November 24, 2011]

THE GOVERNMENT OF JAPAN
GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS
(GGP)
EMBASSY OF JAPAN IN THAILAND

GUIDELINES

Introduction

The Government of Japan extends Official Development Assistance (ODA) to Thailand to assist the social and economic development of the country. The Grant Assistance for Grassroots Human Security Projects scheme (GGP), one of the ODA schemes, is intended to promote socio-economic development at the grassroots level as well as to maintain Human Security by directly supporting existing projects implemented by non-profit organizations such as Non Governmental Organizations (NGOs) and medical/ educational institutions. GGP provides the projects with effective means to help them achieve their own goals more efficiently and effectively.

Areas and eligibility for assistance

① Focal areas of assistance

For FY2012 the three focal areas of GGP in Thailand are as follows:

- 1) From the view of Basic Human Needs and Human security, the GGP has a basic policy to give priority to supporting the most critical areas, such as projects that are highly beneficial at the grass-roots level, that are highly effective with small-scale assistance, and those that require timely support on humanitarian grounds.

For instance:

The area of

- (a) education
 - (b) medical treatment and healthcare
 - (c) Agriculture, Forestry and Fisheries
 - (d) people's livelihood
 - (e) environment
- 2) CSR^(※1) activity or BOP^(※2) business by collaboration with Japanese companies.
(※1)Corporate Social Responsibility (※2)Base of the Pyramid
 - 3) Support for flood victims, however, needs to be tied directly to restoration or restitution.

※ As for 1) to 3): A “Participatory Approach to Sustainable Development plan”

would have priority in our screening.

- We hope each project plan will promote the empowerment of local communities, and be planned from the beneficiary's standpoint. It is not expected that residents just participate passively in the project. .
- In addition to individual or community empowerment, GGP seeks social capital improvement, and sustainable implementation.

② Eligibility for assistance

- 1) In cases where the actual implementing organization (i.e. recipient of the fund) is different from the applicant (i.e. coordinating organization), it is required to clearly indicate the necessity or merits of such an arrangement.
- 2) A new (i.e. not an on-going) project can be also supported. However, it is required that the applicant has past experience in the same or similar activities, and that a need for support is strongly felt.

Therefore, it is noted that the following areas will not be eligible for GGP assistance:

- 1) Projects which do not directly benefit the grassroots level, e.g. research activities in higher educational institutes, expanding administrative facilities which will result in increased capacity for the applicants, etc.
- 2) Commercial activities which are not in line with GGP assistance.
- 3) Non socio-economic development projects, e.g., artistic, cultural and sports activities.
- 4) Political, missionary, and military activities.
- 5) Additional grants for the same projects.

③ Target group

The target group of the projects is “poor, socially vulnerable people” whose situation might be aggravated if they are ignored.

④ Applicants

Non-profit organizations as specified below:

- 1) Non Governmental Organizations (NGOs),
- 2) Community Based Organizations (CBOs),
- 3) Medical Institutes (e.g., hospitals, health centers, etc.),
- 4) Educational Institutes (e.g. primary schools),
- 5) Local Governments (e.g. Tambol Administration Organizations).

Therefore, individuals and commercial organizations may not apply.

In addition,

- 6) An applicant organization needs to have been active for at least two years.

As for Japanese NGOs, there is a scheme named *Grant Assistance for Japanese NGO projects* which is under the NGO support division of the Japanese Ministry of Foreign Affairs.

Please visit the website <http://www.mofa.go.jp> for further information.

Grant amount/coverage

(1) Grant amount

In principal, the grant amount is not more than 10 million yen (approximately 3 million THB) per project; however, a maximum of 100 million yen will be considered for projects which strongly reflect human security aspects.

(2) Grant coverage

GGP covers the following items:

- 1) Purchase of equipment necessary for project implementation,
- 2) Construction of buildings and small scale infrastructure,
- 3) Operational expenses for the projects concerned, as indicated in Appendix attached,
- 4) External auditing fees. External auditing is required for projects which request a budget amounting to more than 3 million yen (approximately 1 million THB), and projects for which the Japanese Embassy considers an audit necessary.

GGP does NOT cover the following items and provinces.

- 1) Construction of office buildings of applicants,
- 2) Purchase of equipment for clerical activities of applicants,
- 3) Administrative costs and personnel expenses of applicants,
- 4) Maintenance costs for goods and equipment whether or not funded by GGP,
- 5) Funds for starting business activities for income generation of individuals and enterprises (the exceptions are projects that benefit all community members directly and impartially such as a form of cooperative),
- 6) Individual possessions and assets (e.g. scholarships, houses, clothes, etc.) except for emergency relief in case of disasters,
- 7) Purchase of land,
- 8) Research that does not clearly benefit the grassroots level directly.
- 9) Government income (e.g. customs fees, value added tax, license fees for operation, car registration fees, etc.),
- 10) Water pipes and electric wiring to houses in projects that install water and wastewater systems, and electrification.
- 11) Projects in Narathiwat, Yala and Pattani provinces or the southern part of Songkhla province can not be supported for security reasons.

(3) Other conditions

If the project funding request is also being (or to be) submitted to other donor(s) for funding support, or if the project is partially funded at the expense of the applicant organization itself, it is required to indicate the proportion to be supported by the GGP scheme out of the project as a whole.

Duration of grant use

Grant money must be spent within one year from the day when the grant contract is signed.

Responsibility of recipients

Quarterly reports and external auditing reports should be submitted to the Embassy of Japan.

Application period

Applications should be made before 31st January, 2012.

(Later applications may be considered through the year; however, approval will depend on available budget.)

Application instructions

The following documents are required for application:

- (1) Application form, including “Summary of Project”
- (2) Photos and maps which show the project’s activities and location,
- (3) Quotations for each requested item from three different companies or suppliers (this is to choose the cheapest among them); in cases where these tripartite quotations are difficult to obtain, it is necessary to provide the Embassy with documents, such as replies in writing which indicate the appropriateness of the project costs, from at least two companies in response to the applicant organization’s inquiry,
- (4) Building design, in case of construction,
- (5) Financial reports of the applicant from the previous two years (Balance Sheet (B/S) and Profit and Loss Account (P/L), etc.),
- (6) Documents introducing the applicant and the project, such as pamphlets and/or brochures,
- (7) Newspaper articles about the applicant, if any

N.B.

- 1) An application should to be made in English in principle, but Thai is also acceptable.
- 2) All documents for examination are to be submitted to Embassy by ordinary mail.
E-mail is not acceptable. Applicants can submit an application form even if supporting documents are not ready, but have to submit them at the final stage for examination at our request.
- 3) Documents submitted will not be returned.
- 4) The application form is available from the website of the Embassy of Japan.
Word: <http://www.th.emb-japan.go.jp/en/oda/form.doc>
PDF : <http://www.th.emb-japan.go.jp/en/oda/form.pdf>
- 5) The 9 northern provinces of Chiang Mai, Phayao, Mae Hong Son, Lampang, Lamphun, Phrae, Chiang Rai, Nan and Uttaradit are covered by the Consulate-General of Japan in Chiang Mai.

Other programs under GGP

Apart from the Grant Assistance for Grassroots Human Security Projects, the Japanese Government extends other programs under GGP. Please consult with Embassy staff for further details:

- (1) **Recycle GGP**: This provides overseas transportation fees for used items, e.g. fire engines, ambulances, bicycles, desks and chairs, and temporary houses, etc., which are donated by NGOs/local governments in Japan to NGOs/local governments in Thailand.
- (2) **Anti-personnel landmines GGP**: This supports projects conducting mine clearance activities, assistance to mine victims, and mine avoidance education. A project related to landmines clearance will be carefully studied in terms of its necessity in relation to “Community Development”. The applicant organization is also required to have been active for at least three years in landmine related activities. Regarding funding capacity, the applicant organization is expected to be able to bear up to half of the project cost, excluding the purchase cost of equipment/materials to be funded by GGP. The aim is to secure a smooth implementation and sustainability of project activities, and also to ensure the spirit of GGP in providing support to self-reliant efforts.

In this connection, it is to be noted that the following items are not supported:

Personnel expenses of applicant organization’s staff not directly related to landmine clearance (i.e. payroll costs borne irrespective of implementation of the project),

Expenditure at the organization’s head office, not directly related to landmine clearance.

- (3) **Micro-credit projects**: This provides a capital fund for non-profit organizations which operate a micro-credit scheme. Eligible applicants are organizations which have more than five years of relevant operating experience and have been operating micro-credit projects with at least a 95 percent repayment rate for the last three years.

For further information and inquiries:

The GGP scheme, Embassy of Japan

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Fax: 02-207-8517

E-mail: grassroots-bg@bg.mofa.go.jp (English, Japanese and Thai are available)

Website: <http://www.th.emb-japan.go.jp>

※ For reference: Typical projects adopted in the past

- 1) For sustainable natural resource management, capacity building of community residents living around forests, and income generation by promoting vocations which involve coexistence with forests. Such projects lead to the participation of local residents on their own initiative, environmental protection, and increased income for local residents.
- 2) Encouraging the elderly to participate in the community and to support themselves, and improving the social safety net in order to respond to the aging society. Such projects support socially vulnerable people in terms of human security, and revitalize the local community.
- 3) To improve the quality of life for vulnerable workers and their children, promoting school attendance, and conducting health and environmental education. Such projects promote human security and participatory sustainable development while alleviating social problems.

The main reasons for which applications will not be accepted are the following:

- 1) The organization is just seeking donations either financially or in kind,
- 2) Estimates of beneficial results are abstract and not concrete,
- 3) Community residents are not the main players,
- 4) Management system does not seem stable.

Operational expenses

Eligible operational expenses in a GGP scheme include outlays such as personnel expenses or management fees for the project. All items are required receipts.

Examples of eligible operational expenses are:

(1) Meeting/Seminar fees

| Eligible items | Remarks |
|---|--|
| Room rental fee --- place or hall for meeting | Not available for buying land |
| Instructor's expenses (if invited from outside) --- travel costs, accommodation costs, remuneration | |
| Support participants --- travel costs, accommodation costs* | |
| Logistics personnel for seminar (if invited from outside) --- travel costs, accommodation costs, remuneration | |
| Materials for meetings --- costs of paper, printing, etc. | |
| Campaign goods --- T-shirts, caps, posters, etc. | For awareness-raising activity or public relations |
| Rental fee for audio-visual equipment, etc. | |

* Travel and accommodation costs are available for specific participants who attend a seminar only, not for members of the general public.

(2) Local personnel employment costs for project

| Eligible items | Remarks |
|---|---------|
| Trainers and helpers for awareness-raising programs or training, etc. | |
| Personnel for distributing and managing goods, etc. | |
| Temporary personnel for construction of facility, etc. --- wages for local people, etc. | |

- 1) Personnel expenses of recipient organization itself are not included.
- 2) Personnel expenses for constructing the facility, installation of equipment, and an auditing fee are regarded as eligible capital expenses of a project.

(3) Management costs of project

| Eligible items | Remarks |
|---|---|
| Communication costs | Charges for telephone, fax, post, etc. which arise on the project site |
| Travel and transportation costs --- including rental vehicles | Travel costs to project site for survey, research --- need to show basis of calculation |
| Electricity and water charges | Only at temporary office for project implementation |
| Purchase of equipment | To purchase equipment for project |
| Office rent | Rent of temporary office for project implementation |

- 1) Eligible expenses are limited to those incurred during the project period, and to expenses indispensable for the project's implementation.
- 2) Direct use of recipient organization's staff is also included.
- 3) Normal operational expenses of recipient organization itself are not included.
- 4) Costs of normal office consumables are basically not included.