

[November 20<sup>th</sup>, 2023]

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

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**GUIDELINES for FY2024**

**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

- GGP mainly targets areas that aim to improve Basic Human Needs (BHN) such as projects that are highly beneficial at the grass-roots level and those that require timely support on humanitarian grounds. Typical projects include improvement of the basic education facilities, improvement of fundamental medical equipment for hospitals. CSR (Corporate Social Responsibility) or BOP (Base of the Pyramid) projects in collaboration with Japanese companies can be supported by GGP.

In addition to the activities described above, GGP addresses a variety of local needs in a flexible manner. Please contact the Embassy of Japan.

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, expansion of administrative facilities of the applicant organization etc.
- 2) Commercial activities.
- 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.
- 6) Projects to be implemented in Narathiwat, Yala and Pattani provinces or the southern part of Songkhla province (for security reasons)

(2) Target group

The target group of the projects should be “socially vulnerable people” whose situation would worsen without the project.

(3) 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. public schools),
- 5) Local Governments (e.g. Tambol Administration Organizations).

Individuals and commercial organizations are not eligible.

In addition,

N.B.

- 1) An applicant organization needs to have been active in the same or similar activity areas for at least two years.

(Please submit financial reports of the applicant for the past two years)

- 2) If the actual implementing organization (i.e. recipient of the funds) is different from the applicant (i.e. coordinating organization), the applicant should clearly indicate the necessity or benefit of such an arrangement.

At the Japanese Embassy’s discretion, shortlisted applicants will be required to present comprehensive information about their proposals prior to pre-survey.

As for Japanese NGOs, the NGO support division of the Japanese Ministry of Foreign Affairs, directly handles “Grant Assistance for Japanese NGO projects”. 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 2.5 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

The GGP 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.

The GGP 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

In general, the following items are not eligible for the GGP and should be shouldered by the recipient organization. However, the following items may be supported by the GGP, 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.)
- F General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
- G Electronic equipment such as personal computers, etc.
- H 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, account maintenance commission, foreign-exchange fee, etc.)
- I Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments
- J 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 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) 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, the applicant should indicate the proportion to be supported by the GGP scheme in the entire project proposal.

### **Duration of project**

The project must be completed within one year after the signing of the grant contract.

### **Responsibility of recipients**

(1) Use the grant properly/ Operation and maintenance

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.

(2) 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. Moreover, the recipient must be responsible for fee/expense occurred from opening bank account. 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.

(3) External audit

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.

The necessary fees for performing the external audit may be eligible for support by the GGP. In principle, like other items, a comparison of estimates from three suppliers should be carried out.

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)

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.

#### (4) 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.

#### (5) 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.

#### (6) 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.

### **Application period**

Applications should be made before 31<sup>st</sup> March, 2024.

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

### **Application instructions**

The following documents are required for application:

**(1) Application cover letter from the head of your organization addressed to the Embassy of Japan in Thailand**

**(2) Application form in the Embassy of Japan's format,**

**(3) Attachments to the Application**

Please refer the Application form

**(4) Photos showing the current situation and project site,**

Please attach some photos of showing the current condition of the building(s) and equipment.

N.B.

- 1) Applications should be made in English in principle, but Thai is also acceptable.
- 2) All documents for application are to be submitted to the Embassy by ordinary mail. E-mail is not acceptable. Applicants can submit an application form even if supporting documents are not ready, but will have to submit such documents 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.
- 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 the Embassy staff for further details:

**(1) Recycle GGP:** This provides overseas transportation fees for used items, e.g. fire engines, ambulances, garbage trucks, and desks and chairs, 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 anti-personnel landmine 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 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.

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For further information and inquiries:

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