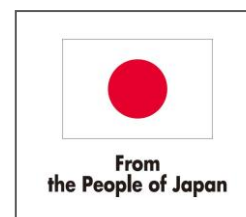


**The Embassy of Japan in Timor-Leste
Japan's Grant Assistance for Grass-roots Human
Security Projects (GJP)
GENERAL GUIDELINE FOR APPLICANTS**



1. GJP Grant Scheme

1.1 Aim

The Grant Assistance for Grassroots Human Security Projects (GJP) scheme provides assistance for social development projects designed to meet diverse needs at grass-roots level especially in rural areas. The Government of Japan has been funding GJP projects in almost 140 countries since 1989, and the Embassy of Japan (EoJ) in Timor-Leste has launched 92 projects up to now in all 13 municipalities since 2000. EoJ particularly aims to encourage local communities to engage actively with the project to promote sustainable livelihood.

The Government of Japan's assistance policy toward Timor-Leste has three pillars:

- Establishing Foundation for Promoting Economic Activities
- Agriculture and Rural Development
- Capacity Development of Government and Public Sector

These align with the Strategic Development Plan (SDP) of the Government of Timor-Leste.

1.2 Project area

Project proposals to improve livelihood at the grass-roots level in accordance with the above mentioned policy are welcome. Particularly, projects addressing the following categories will be given higher priority:

- Small-scale infrastructure to secure "Basic Human Needs" (e.g. providing water supply system, building or rehabilitating schools);
- Promotion of agricultural activities (building irrigation channels, area of fisheries to raise industrial economic activities in rural area);
- Assistance for human rights and socially disadvantaged (e.g. vulnerable, disabled, orphans, women and children* *area of maternal and child health is welcome);
- Area of Human Security*, including disaster risk management.

*'Human Security' aims to protect people from critical and pervasive threats to human lives, livelihoods and dignity, and to enhance human fulfillment.

1.3 Available funds

Amount of grant is **up to 90,000 US Dollars** (for the fiscal year 2015) and varies depending on the project.

The amount will be determined through detailed consideration by EoJ accordingly.

2. Criteria for GGP

2.1 Eligible applicants

A non-profit organization which has more than 2 years of experience can apply on the condition that can prove adequate capacity to implement the proposed projects.

The followings are eligible organizations:

- National NGOs who have been registered at the NGO Forum Timor-Leste (FONGTIL)
- International NGOs who have been registered in the Ministry of Justice (MoJ)
- Educational institutions
- Medical institutions

*Applicants must have internet access to email communications with EoJ

2.2 Target beneficiaries

Community groups at grass-roots level

2.3 Project duration

Projects should be completed within no longer than **ONE YEAR** from the date of Grant Contract signed.

2.4 Projects CANNOT be funded by GGP

GGP does NOT support following activities/items:

- Commercial, missionary, religious or political activities
- Only for training or capacity building
- Research and survey activities
- Cultural activities such as art and sports*
*This may be considered as “Grant Assistance for Cultural Grassroots Projects - please refer to: <http://www.mofa.go.jp/policy/oda/category/cultural/>
- One-off events and short-term training (within a week or less)
- Assistance for individual benefit or interest (e.g. scholarship)
- Processing and buying materials, such as vehicles and motorbikes, computers, digital cameras and other electronic devices, food and drinks, administrative and management costs and other recurring expense of applicant organizations (e.g. staff salary, office rent, etc.)
- Any taxes
- Any goods to be given away to beneficiaries (e.g. pens and notebooks)
- Maintenance costs after the implementation

**Other conditions may apply to usage of funds. Please consult with the GGP section in EoJ for more details.*

3. How to apply

Please send your proposal by hand-delivery to the EoJ. The proposal should consist of the following contents and should be written in Tetun or English:

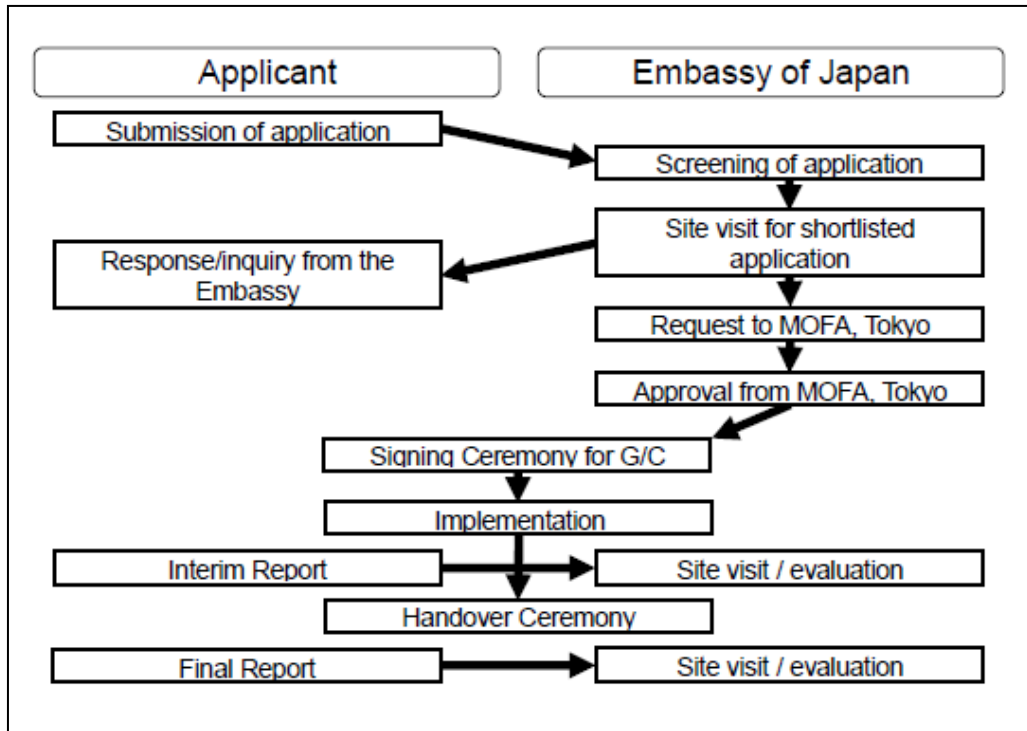
- A) Organization Profile (structure, objectives, target sector, past projects, previous experiences on project implementation and annual financial reports for past 2 years with balance sheet etc.)
- B) Contact information (Name of the person in charge, phone, email, address)
- C) Project Outline
(proposal must follow contents below in order)
 - Project title
 - Project sector (e.g. health/education/agriculture/water & sanitation, etc.)
 - Location of project site with map and photo
 - Project objectives (describe current problem, issues to solve)
 - Main activities and timeline of implementation
 - Declaration letter of land and/or property from owner, village chief, traditional elderly person
 - Construction design (approved by relevant authority)
 - Participation of community (explain how community takes initiative and responsibility in planning/implementation/maintenance stage)
 - Gender balance of beneficiaries and community participation during implementation
 - Target numbers of beneficiaries (including direct/indirect) with name of village(s) and hamlet(s)
 - Declaration letter of the village chief (including the number of direct/indirect beneficiaries)
 - Expected output and impacts, expecting result of the project
 - Monitoring and evaluation plan
 - Budget planning including 3 quotations
 - Certification or recommendation from the Ministry of Justice/FONGTIL and other relevant institutions
 - Endorsement letter for the project with reason/explanation from relevant authority (national/municipality level)
 - Guarantee letter from relevant authority for maintenance after the implementation

4. Selection process

- Selected applicants will be contacted, and additional documents may require to be submitted. An interview, meeting(s) with stakeholders and site visit(s) will be held.
- If the proposal has not been selected, it will not be returned and its validity will automatically expire after 6 months.
- The proposal selected by EoJ will be sent to Tokyo Head-quarters for approval.

- The GGP section will contact the organization whose the proposal is selected and approved by Tokyo Head-quarters.

(Flow of processing)



5. Requirements for selected applicants (mandatory)

- Open new bank account ONLY being used for the project
- Submit the monthly progress report during project implementation
- Submit interim/final reports (financial & activity report)
- External audit report

6. After funded

- Need the Embassy's permission in advance for any withdrawal from the above mentioned bank account and bank statement
- Consulting with EoJ for any issues of concerns, changes required arising of the project
- Future project monitoring after 2-5 years will be conducted

7. Further information

- **Embassy of Japan in Timor-Leste**

Avenida de Portugal, Pantai Kelapa, Dili, Timor-Leste (P.O. Box 175)

Tel: (+670) 332-3131/3132

- **Person in charge:**

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