

Embassy of Japan in Timor-Leste

Grant Assistance for Grass-roots Human Security Projects (GGP)

Guideline 2021



From
the People of Japan

1. WHAT IS GGP?

“Grant Assistance for Grass-roots Human Security Projects” (GGP) aims to achieve economic and social development in less developed countries based on the concept of “Human Security” and provide the necessary funding to benefit residents at the grass-roots level.

2. ELIGIBLE APPLICANTS

Non-government organizations (NGOs), non-profit organizations (NPOs), international NGOs, local municipalities, educational institutions and medical institutions based in Timor-Leste.

*All local and international NGOs that have been registered with the Ministry of Justice in Timor-Leste are eligible to apply

**Individuals and private companies are not eligible.

3. PROJECT AREA

Main purpose of GGP is to provide assistance for physical construction /rehabilitation of an institution and supply of equipment. In relation to construction / rehabilitation, GGP may provide support for supplementary activities (e.g. capacity building for staff responsible for maintenance of the facility provided) if those are considered as indispensable. Below is a list of GGP project areas:

- **Education:** primary/ pre-secondary/ secondary /secondary technical vocational schools/ special education & inclusive education center etc.
- **Health:** health center, health post, hospitals, rehabilitation centers, etc.
- **Water and Sanitation:** clean water supply systems in remote areas, etc.
- **Others:** social protection of vulnerable population, social welfare and services, provision of secondhand fire engines or ambulances, etc.

[Previous project list is available at:

https://www.timor-leste.emb-japan.go.jp/files/ggp/GGP_projects_2020.pdf]

4. GRANT AMOUNT

In general, maximum grant amount for each project is JPY10,000,000 (for reference: approximately **US\$ 90,909** for FY 2020).

5. DURATION

Each Project must be completed **within 12 months** from the date of Grant Contract.

6. APPLICATION DEADLINE

Application may be submitted at any time of the year. However, if you wish to apply for FY2021, the deadline is as below.

1st term: 30th June, 2021.

2nd term: 31st August, 2021.

7. SELECTION CRITERIA

- Capacity of the applicant (including financial management capacity, implementation capability and experiences, monitoring system, etc.)
- Project feasibility and sustainability
- Appropriateness and cost-effectiveness of the requested grant
- Necessity, urgency and impact

8. HOW TO APPLY

1. You may apply by submitting an application form, duly filled out, with all the required attachments (application form is available for download at:

<https://www.timor-leste.emb-japan.go.jp/files/100193089.docx>)

2. A copy of the application form must be sent by email to [soares.lay.akuing@di.mofa.go.jp] and/or [yuka.mamekoshi@di.mofa.go.jp]
3. The original of the application form with all the required attachments must be submitted to the Embassy of Japan in Timor-Leste by hand-delivery

9. REGULATIONS REGARDING THE GGP

9.1. Items that CANNOT be funded by GGP

GGP does NOT support the following activities/items:

- Commercial, missionary, religious or political activities
- Activities that are limited to training or capacity building purposes
- Research and survey activities
- Cultural activities such as art and sports*
*Such projects may be eligible for “Grant Assistance for Cultural Grassroots Projects - please refer to: <http://www.mofa.go.jp/policy/oda/category/cultural/>
- One-off events
- Assistance for individual benefit or interest (e.g. scholarship)
- Vehicles such as cars or motorbikes,
- Computers, digital cameras and other electronic devices,
- Food and drinks
- Administrative and management costs and recurring expenses of the applicant organization (e.g. staff salary, office rent, etc.)
- Taxes (ex. construction tax etc.)
- Any goods to be given to beneficiaries (e.g. pens, notebooks, printer ink etc.)
- Maintenance costs after the implementation
- Communication costs such as the internet or call charges (pulsas)
- Bank charge

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

for more details.

9.2. SELECTION PROCESS

- **Only selected organization will be contacted by the Embassy of Japan** and additional documents may be required for submission. Interview(s), meeting(s) with stakeholders and site visit(s) will be held.
- The Embassy does not respond to any inquiries about the selection.
- **Applications which have not been selected will not be returned. Their validity will automatically expire after 6 months from the submission.**
- The selection process is expected to last up until around the end of the year, and the result will be announced around December 2021 – March 2022. However, there may be some exceptions. Please contact the GGP Section of EoJ for further information.

9.3. REQUIREMENTS FOR SELECTED RECIPIENTS (MANDATORY)

- Opening a new bank account that is used ONLY for the project with the name of the organization. *any service charge at the bank must be paid by the organization.
- Submitting a monthly progress report during project implementation.
- Submitting the interim/final project reports and financial reports.
- Conducting external audits and submitting external audit reports (interim and final).

9.4. REQUIREMENTS REGARDING THE FUND RECEIVED

Recipient organizations must:

- Obtain permission from the Embassy of Japan in advance for any withdrawals from the above mentioned bank account.
- Consult the Embassy of Japan for any issues, concerns or changes of design/activity/budget allocation before taking action.
- Cooperate with the Embassy of Japan for future project monitoring 2-5 years after the

completion of their projects.

10. CONTACT

For submission of applications and further inquiries about GGP, please contact:

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

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

Tel: (+670) 332-3131/3132

- **Staff in charge:**

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