

The Embassy of Japan in Timor-Leste
Grant Assistance for Grass-roots Human Security Projects (GGP)
Guideline 2025



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.

*Local and international NGOs that have been registered with the Ministry of Justice in Timor-Leste are recognized as recipients of GGP.

**Individuals and companies are not recognized as recipients of GGP.

3. PROJECT AREA

GGP is mainly for physical construction / rehabilitation and supply of equipment. In relation to aforementioned construction / rehabilitation, GGP may provide support for supplemental activities (e.g. capacity building for maintenance group on water supply system) 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/100815505.pdf>]

4. GRANT AMOUNT

In general, maximum grant amount for each project is JPY20,000,000 (approximately US\$ 133,000 in FY 2025).

5. DURATION

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

6. APPLICATION DEADLINE

We receive applications throughout the year. However, if you wish to apply for FY2025, the deadline is as below.

1st term: 31st March, 2025

2nd term: 30th June, 2025

7. Selection Criteria

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

8. HOW TO APPLY

1. Prepare an application form with all the required attachment (download at: <https://www.timor-leste.emb-japan.go.jp/files/100816645.docx>)
2. Send the application form by email to [fernandes.ambrosio@di.mofa.go.jp] and [mako.sakai@di.mofa.go.jp]
3. Submit the application form with all the required attachment to Embassy of Japan in Timor-Leste by hand-delivery

9. REGULATION OF GGP

9.1. Items that CANNOT be funded by GGP

GGP does NOT support the following activities/items:

- Commercial, missionary, religious or political activities
- Projects consisting only of training or capacity building
- Research and survey activities
- Cultural activities such as art and sports*

*This may be considered under “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 (pulsa)
- Bank charge

*Other conditions may apply to usage of funds. Please consult the GGP section in the Embassy of Japan 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 be expired after 1 year from the submission.**
- Generally, the result will be announced around November 2025 – February 2026. However, there are some exceptions. Please contact GGP Section in the Embassy of Japan for further information.

9.3. REQUIREMENTS FOR SELECTED RECIPIENTS (MANDATORY)

- Opening a new bank account that is ONLY used for the project with name of the organization. Any service charge at the bank should 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 the external audit reports (interim and final).

9.4. AFTER RECEIVING THE FUNDS

Recipient organizations must:

- Get permission from the Embassy of Japan in advance for any withdrawal from the above mentioned bank account.
- Consult with 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 completion of the project.

10. CONTACT

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

- **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:**

Fernandes Ambrosio

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