

**Application Form  
For  
JAPAN's Grant Assistance  
for  
Grassroots Projects (GGP)**



**Attachment: Check List for Documents to be attached**



This document was updated on Nov. 2011

## **Notification**

### **I. Kindly provide all the information as per following GGP Application Form.**

\*Please read carefully “Guidelines for GGP Application” and “Instructions for Filling up GGP Application Form”.

\*While filling up the form, please provide the information in detail (answer box can be expanded). However, the applicant *should not* change the application format

### **II. Incomplete application form is not acceptable.**

\*Please check thoroughly the application form and required documents (See “Check List for Documents to be attached”) before submission.

### **III. Kindly submit the application by registered post / courier to the corresponding GGP office, or by hand with prior appointment with the office.**

\*The corresponding GGP office is decided based on the location of the project site. The corresponding GGP offices are as follows. For any enquiries or clarifications, please contact the corresponding GGP office, and make prior appointment for a meeting with the office.

The Corresponding Office	States/ UTs of the Project Area
<p><b>GGP Unit, Economic Section, The Embassy of Japan in India</b></p> <p>50-G, Chanakyapuri, New Delhi, 110021 Tel: 011-2687-6564 Fax:011-2611-0752</p>	<p>Andaman &amp; Nicobar Islands (UT), Arunachal Pradesh, Assam, Chandigarh, Delhi, Haryana, Himachal Pradesh, Lakshadweep (UT), Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttarakhand, Uttar Pradesh,</p>
<p><b>GGP Unit, The Consulate-General of Japan, Kolkata</b></p> <p>55, M.N. Sen Lane, Tollygunge, Kolkata, 700040 Tel: 033-2421-1970 Fax: 033-2421-1971</p>	<p>Bihar, Jharkhand, Odisha, West Bengal,</p>
<p><b>GGP Unit, The Consulate-General of Japan, Chennai</b></p> <p>No.12/ 1, Cenetoph Road, 1<sup>st</sup> Street, Teynampet Chennai, 600018 Tel: 044-2432-3860/ 3 Fax: 044-2463-3859</p>	<p>Andhra Pradesh, Kerala, Puducherry (UT), Tamil Nadu</p>
<p><b>GGP Unit, The Consulate-General of Japan, Mumbai</b></p> <p>1.M.L.Dahanukar Marg, Cumballa Hill, Mumbai, 400026 Tel: 022-2351-7101 Fax: 022-2351-7121</p>	<p>Chhattisgarh, Dadra &amp; Nagar Haveli (UT), Daman &amp; Diu (UT), Goa, Gujarat, Madha Pradesh, Maharashtra,</p>
<p><b>GGP Unit, The Consulate of Japan, Bangalore</b></p> <p>1st Floor, Prestige Nebula, No, 8-14, Cubbon Road, Bangalore 560001 Tel: 080- 4064-9999 080-4166-0111~3 Fax: 080-4166-0114</p>	<p>Karnataka,</p>

**APPLICATION FORM FOR  
JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS PROJECTS (GGP)**

**Part I. APPLICANT**

**1. Name of the Applicant <sup>1</sup>**

**2. FCRA No./ Date of Issue <sup>2</sup>**

**3. Registration No./ Date/ Place of Registration <sup>3</sup>**

**4. Address**

**5. Phone Number/ Fax Number/ E-mail/ Web page Address (If any)**

**6. Responsible Individual (Name/ Designation/ Phone Number/ E-mail)**

**7. Organizational Structure**

**7-1. Year of Establishment**

**7-2. Nature of the Organization <sup>4</sup>**

**7-3. Number of Branches, Field Offices and their Locations**

**7-4. Number of Staff members incl. Volunteers**

**(Permanent & Temporary, Administrative & Technical) and their Responsibilities <sup>5</sup>**

**8. Purpose of Establishment, Vision and/ or Mission Statement**

**9. Main Activities of the Organization <sup>6</sup>**

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**10. Details of Donations/ Grants <sup>7</sup>**

<b>Year &amp; Duration</b>	<b>Name of the Donor</b>	<b>Nature of Donor</b> (Choose from Foreign/ Indian Gov't, Intern'l/ Foreign/ Indian Funding Agencies, NGOs, Other Category)	<b>Amount Received / or to be received</b>	<b>Purpose of Fund</b>

**11. If you had applied for the GGP grant in the past, please give the details as mentioned below.**

<b>Year &amp; Month of submission</b>	<b>Project Title</b>	<b>Approval/ or Rejection</b>

**Part II. Proposed Project**

**1. Project Title**

The Project for ~
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**2. Category of the proposed project (Please tick one in the following bracket.)**

- ( ) a. Basic Health Care
- ( ) b. Primary Education and Adult Literacy
- ( ) c. Poverty Alleviation
- ( ) d. Safe Drinking Water and Sanitation
- ( ) e. Women's Empowerment
- ( ) f. Child Welfare incl. Support for Street Children/ Elimination of Child Labour
- ( ) g. Support for Persons with Disabilities
- ( ) h. Preservation of Environment
- ( ) i. Others ( )

### 3. Project Site<sup>8</sup>

#### 3-1. Address (Village/ Gram Panchayat/ Block/ District/ State)

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#### 3-2. Distance from the nearest major city to the project site (Nearest major city/ Distance)

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#### 3-3. Distance from the corresponding GGP office to the project site

\*GGP Office is Delhi, Kolkata, Chennai, Mumbai or Bangalore

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#### 3-4. Transportation from the corresponding GGP office to the project site and time required for each mode of transport

GGP Office to Major City	Distance/ Travel time	GGP Office to Project Site	Distance/ Travel time
By Air		From Airport	
By Train		From Railway Station	
By Bus / Car		From Bus Station	

\*Distance/ Travel time should be as accurate as possible

#### 3-5. Geographical Conditions of the Project site (e.g. hilly, mountainous, prone to drought/ floods, if any.)

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#### 3-6. Address of the monitoring office (The office which is responsible for monitoring the proposed project)<sup>9</sup>

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### 4. Background of the Project –Situation Analysis/ Needs Assessment

#### 4-1. Describe the issue(s) targeted to work on under the proposed project at the national and state level providing qualitative as well as quantitative data that are updated and having valid source.

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#### 4-2. Describe the issues and the needs identified in the project site in particular, to bring

out the situation and needs of the target group providing qualitative as well as quantitative data. (Please emphasise on the problems faced by the target group.)

**4-3. Describe the organization's past/ current activities especially RELATED TO THE ISSUE(S) dealt with in the PROPOSED PROJECT and the outcomes/ achievements.<sup>10</sup>**

**4-4. Based on the issue and needs identified, describe in specific, what kinds of assistance the organization is requesting from the GGP to add value to the past/ current activities. (Please describe in details about the change in the nature and number of beneficiaries, if any, and how the requested assistance would address their needs)**

\*In case of building construction, please mention ownership of the land.

## **5. Outline of the Project**

**5-1. Overall Goal and Objective(s) of the project<sup>11</sup>**

**(a) Overall Goal**

There should be one overall goal of the project. The goal should be based on the issues identified in order to address the needs of the target group. The goal should help in bringing about the positive/ qualitative change in the long run.

**(b) Objective(s)**

Objectives are a set of projections which would ensure achievement of the Goal by



ensuring benefits which are verifiable. The objectives should indicate what you aspire to achieve through the project as well as the steps that you would have to take to achieve your overall goal.

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**5-2. Methodology: Describe the strategies and implementation process to achieve the objective(s) of the proposed project <sup>12</sup>**

Objective(s)	Strategies	Implementation process

**5-3. Expected Beneficiaries and Impacts/ Effects**

Kindly give details of expected beneficiaries including its estimated number and expected impacts on them.

	Direct Beneficiaries (target group)	Indirect Beneficiaries
Details including the number		
Expected Impacts/ Effects		

**5-4. Stakeholder: Responsibilities and specific roles of the staff in the organization, the target group, local community, government, etc, under the proposed project. Describe how they would contribute to the project.**

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**6. Utilization/ Justification of the Proposed Items**

**6-1. List of proposed Items <sup>13</sup>**

\*In case of building construction, please describe the units and its size on each floor.

Sl. No.	Units	Quantity (Nos.)	Purpose/ Utility	User	Owner	Operating Life
					Applicant	
					Applicant	
					Applicant	
					Applicant	
					Applicant	

6-2. If the proposed item is to replace an existing item or to expand an existing facility, please give reasons for the same.

**6-3. Management and Maintenance plan**

Describe how you would manage and maintain the proposed item(s) particularly in terms of operational aspects after the sanction.

**7. Monitoring and Evaluation of the Project <sup>14</sup>**

Please describe how the organization will monitor and evaluate impacts/ effects of the project providing their indicators as well as means of verifications.

Impacts/ Effects	Indicators	Means of Verification*

\* Should be readily available/can be produced immediately

**8. Project Budget: Estimated Cost of the Project**

**8-1. Entire Cost (Non-recurring and Recurring Cost)**

Rs.

8-2. Please give breakdown of non-recurring cost of the project, for both requested items and non-requested items as below. <sup>15</sup> All the expenses should be included in order to give us the whole cost of implementation.

S. No	Items	Quantity	Unit price excl. tax (Rs.)	Total Unit Amount (Rs.)	Total tax * (Rs.)	To be supported by		
						GGP (Rs.)	Applicant (Rs.)	Others (Rs.)
1								
2								
3								
4								
5								
<b>Total Amount</b>								

\*Please indicate the tax amount for each item **only** in the given column. Do not include the tax amount in unit price or total amount.

**8-3. Requested Amount from GGP (Non-recurring Cost excluding Tax)**

Rs.

**8-4. Give summary of quotations on both requested items and non-requested items from 3 builders/ suppliers in the format as given below and attach the quotations.<sup>16</sup>**

Items	Quotations (excl. Tax)* (Rs.)			Selected Quotation (Rs.)	Reason for selecting the said Quotation
	Company A	Company B	Company C		

\*Please indicate the amount **excluding** tax.

**8-5. Breakdown of recurring cost of the project<sup>17</sup>**

Indicate the recurring cost after the sanction of the project on one year basis.

S.No	Items	Cost (Rs.)	Total Amount (Rs.)	To be Supported by	
				Applicant (Rs.)	Others (Rs.)

**8-6. Management of Recurring Cost and Other Expenses<sup>18</sup>**

Give a projection of management of recurring cost, taxes and other required expenses, which GGP does not support, for 5 years after sanction of the project in the format as given below.

	Total Amount (Rs.)	Sources/ Fund Raising Activities	Amount (Rs.)
Recurring Cost (Per Year)			
Tax			
Others			

**9. Action plan or Work Schedule of the project for 3 years after sanction of the project.**

Schedule after Sanction		Activities
1 <sup>st</sup> year (Brief description about the progress of the GGP funded project work)	1 <sup>st</sup> month	
	2 <sup>nd</sup> month	
	3 <sup>rd</sup> month	
	4 <sup>th</sup> month	
	5 <sup>th</sup> month	
	6 <sup>th</sup> month	
	7 <sup>th</sup> month	
	8 <sup>th</sup> month	
	9 <sup>th</sup> month	
	10 <sup>th</sup> month	
	11 <sup>th</sup> month	
	12 <sup>th</sup> month	<i>(Note: The construction of buildings or installation of equipments must be completed.)</i>
2 <sup>nd</sup> year	1 <sup>st</sup> quarter	
	2 <sup>nd</sup> quarter	
	3 <sup>rd</sup> quarter	
	4 <sup>th</sup> quarter	
3 <sup>rd</sup> year	1 <sup>st</sup> quarter	
	2 <sup>nd</sup> quarter	
	3 <sup>rd</sup> quarter	
	4 <sup>th</sup> quarter	

**10. Expected risk factors which may discourage the process in implementing the project and planned strategy to overcome the same. (e.g. cost escalation, weather conditions, etc)**

**11. Sustainability of the Project**

**Explain how the impacts of the project will be operationally and financially sustained after the completion of the project. (e.g. setting up a committee, etc.)**

**Date of Submission:** \_\_\_\_\_

**Name of the Applicant Organization:** \_\_\_\_\_

**Name of the Responsible Individual:** \_\_\_\_\_

**Title/ Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Check List for Documents to be attached

***Please confirm that all the required documents are attached before submission!!***

### **A) For all projects**

- Copy of the FCRA certificate
- Copies of FORM FC-3 submitted to the Ministry of Home Affairs of India for the last 3 years
- Copies of the registration certificate under the relevant registration Act
- Brochures and pamphlets
- Annual reports for the last 3 years
- Audited financial statements for the last 3 years
- Organizational chart with a list of staff and executive members
- Maps and photographs indicating the location of the project site in the concerned state, as well as a route map from the nearest major city to the site
- Quotations of 3 different suppliers of proposed products and/or services duly signed by the suppliers. (Each quotation must separately show the tax component.)
- Sanction letters from the donors, if any, promise to support the specific expenses in the proposed project

### **B) For building construction**

- The documents which ensure that the land for the project is owned by the applicant organization
- The documents which ensure the permission for construction from concerned local authority
- Blue Print of the building plan/ design prepared and attested by registered architect  
(The Blue Print should show the exact total area of the building.)

### **C) For formal schools**

- The documents which ensure the permission to run schools from concerned local authority

### **D) For hand pumps or water harvesting structure**

- The documents which ensure the ownership of the land for the project
- The documents which ensure the permission for the installation
- Blue Print of the construction and/or installation plan/design

### **E) For Medical Equipment**

- The documents and/or catalogue which show the feature, details and specification of equipment