

Japan's Grant Assistance for Grassroots  
Human Security Project (GGHSP)

## INFORMATION AND GUIDELINES

–Republic of Ghana–

–Republic of Liberia–

–Republic of Sierra Leone–



**From  
the People of Japan**

Revised for 2019

## **Introduction**

The Grant Assistance for Grassroots Human Security Projects (GGHSP) was introduced in 1989 to meet the diversifying needs of developing countries. Since 2003, the GGHSP has paid much emphasis on the concept of human security with the aim of providing social and economic development at the grass-roots level. By human security the GGHSP prioritize projects that seek to provide satisfaction and basic human needs for all. That is, projects that deal with potential threats to individuals' lives and well-being. This broadly encompass social, environmental, economic and health concerns.

## **Eligible Applicant**

- 1) An applicant must be a non-profit making organization with more than three years history.
- 2) An applicant must be registered organization, not an individual, or a mere group of individuals.
- 3) An applicant may not be a governmental and an international organization in principle except for measures against dispute and disaster.
- 4) An applicant must have sufficient funds to cover monitoring and reporting during implementation of the project and running cost for the completed facilities.
- 5) Eligible applicants include non-governmental organizations (NGOs), local public authorities, educational institutions such as primary and junior high schools, hospitals and medical institution.

## **Project Areas**

### **1) Eligible Categories**

The followings are the eligible categories with some concrete project examples.

- a) Primary and Secondary Education: Classroom Blocks, Dormitories, Libraries, Furniture, etc.
- b) Primary Health Care: Clinic Building, Basic Medical Equipment, etc.
- c) Capacity Building and Empowerment: Equipment and Building for Vocational Training, etc.
- d) Public Welfare: Facilities and Equipment for Orphanages, Disables, Elderlies and Street Children, etc.
- e) Basic Infrastructure: Water Supply System (Bore Hole and Hand-dug Well, etc.), Sanitation Facilities, Drains, Road/Bridge Rehabilitation, etc.
- f) Human Security: Support for Refugees (Hostels and Centers, etc) and Natural Disaster Relief (Tents, Drug, Food, etc.)
- g) “Soft Component”: “Soft Component” like Workshop and Training can be a part of a project assisted by GGHSP when it is considered very important and urgent.

### **2) Ineligible Categories**

The following areas are not financed by the GGHSP.

- a) Computer Training
- b) Culture and Sports
- c) Higher Education
- d) Political / Religious activities.
- e) Profit –making activities

## **Available Grant**

The maximum grant available for each project is 10 million Yen (approx. USD 89,285 for the fiscal year of 2018). This amount should include the total Audit Fee.

## **Ineligible cost**

Even if the project falls into one of the eligible categories described in 1), the Embassy does NOT assist the costs indicated in “Hints for Formulating a GGHS Project” (GGHSP Information and Guidelines Appendix).

## **Basic Flow**

### **1) Application**

Applications are opened to the public all year round. However, caused by schedule of procedures, your application might be treated as that for next fiscal year.

### **2) Screening**

The official Application Form is carefully examined and evaluated. The Embassy asks the applicant to submit several supporting documents such as Building Plans, Letters of support, Bills of Quantities, etc.

Once all the necessary documents have been received and examined by the Embassy, Site-visit will be made for those whose application qualified.

The Embassy finally forwards details of selected applications to the Home Government in Japan for final approval.

### **3) Implementation**

After conclusion of Grant Contract between the recipient and Embassy of Japan for the approved projects, the fund is disbursed into project specific account. The projects are to be implemented and commissioned within 1 year, and Progress Reports, Financial Reports with Receipts, Audit Reports and its supporting documents must be submitted at each stage of the project.

### **Miscellaneous Requirements**

- 1) Funds received must be used exclusively for the implementation of the project. The Embassy of Japan reserves right to claim a refund of the grant if the funds are used for any purpose other than for the implementation of the project.
- 2) Completed facilities and provided equipment must be managed, maintained, and operated by Project Implementation Committee (Stakeholders).

For further information, contact us

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## **Hints for Formulating a GGHS Project**

### **1. Ineligible cost**

Even if the project falls into one of the Eligible Categories described in GGHSP Information and Guidelines, the Embassy does NOT assist in the following costs except for special circumstances;

- a) Administrative and Operating costs (e.g. Salaries, Allowances, Travel Expenses and Fuel Cost, etc.),
- b) Consumables, Compact Equipment and Fixtures
- c) Cost of Electronic Devices such as Personal Computers, Upgrading costs, etc.
- d) General Vehicles (vehicles that are highly universal and can be provided for private use excluding special vehicles such as garbage collection trucks, fire trucks, ambulances, etc.),
- e) Insurance and Contingency costs even if it is for contractors
- f) Banking Fees (For the remittance, it sometimes cost more than US\$1,000.)
- g) Maintenance and running costs for the provision of supplies.
- h) Expenses incurred on individual or corporate profit-making activities.
- i) Funding and items aimed at providing direct funds and assets to specific individuals such as scholarships, accommodations, clothing, etc.
- j) Expenses linked to indulgences that may be harmful to the human body such as alcohol and cigarettes.
- k) Research expenses that do not have clear direct benefits at the grass-roots level.
- l) Vaccines
- m) Books (e.g. teaching materials, reference materials, books for library collections, etc.)
- n) Import Tariffs, Internal Taxes, Value-added Tax, etc.

## **2. Important Points for Planning a Project**

There are several things you should keep in your mind when you are going to plan a project. The following are the most important points to be considered when you formulate a project for GGHSP Scheme.

### **1) No additional fund will be provided**

GGHSP grant is awarded only ONCE per Project applied for, and no additional fund will be provided on half way of implementation of the project for any reason. For example, we GGHSP cannot provide extra funds for stolen materials or price increasing due to inflation. Therefore, it is very important for you to make appropriately estimated budget and to cover all the needed components in the project.

In a project for construction of a school block, after construction of the structure, you find there is no furniture like desks, chairs and others in the completed facility but no additional fund to procure furniture will be provided. As a consequence, students can't learn in the classroom though the project is completed. In this case, needed items like furniture could have been covered within the original project plan.

### **2) Sharing Information/Idea among stakeholders is important**

Before you get idea for formulating a project, naturally you talk with people in need so that you understand their problem well. Otherwise, you can't formulate a project. And also exchanging idea and information on a project with local government and sector public organization, you may be able to share useful technical and administrative information for formulating and implementing the project.

There was a case that beneficial organization had to change the design of the school block on half way of construction because of advice from GES of the district. If the organization had discussed about the project design with GES beforehand, they wouldn't have to change the design of the school block with huge additional cost.

### **3) Project must solve the problem**

There are some ways to solve a problem and you have to find the best one when you formulate a project. Otherwise, even after completion of the project, you can't attain the objective of the project. So, please think very carefully about what you should do and what you can do in the project in order to solve the problem.

In a project for construction of school block, if transportation around the project site is poor or expensive, no teacher would like to commute and we cannot open the school. In this case, you need to think about the location over again or provide staff quarter for teachers.

**We are looking forward to receiving a well formulated project application!**