

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

# INFORMATION AND GUIDELINES

Republic of Ghana

Republic of Liberia

Republic of Sierra Leone



**From  
the People of Japan**

2025

## Introduction

The Grant Assistance for Grassroots Human Security Projects (GGHSP) was introduced in 1989 to meet the diversifying needs of recipient countries. Since 2003, the GGHSP has put much emphasis on the concept of human security with the aim of promoting social and economic development at the grass-roots level. The GGHSP prioritise projects that intend to provide basic human needs for all. These are, projects that deal with potential threats to individuals' lives and well-being. This broadly encompasses social, economic and health concerns.

## Eligible Applicant

The following are the Eligibility Criteria for application of the GGHSP :

- 1) An applicant must be an **officially registered** organization at national level, not an individual or a group of individuals.
- 2) Eligible applicants include non-profitable organisations (NPOs), local public authorities, educational institutions, and health institutions.
- 3) An applicant in the case of NPOs, private educational or health institutions must submit official document which proves the fact that the organisation has **more than three years** of history since the initial registration.
- 4) An applicant may not be a national governmental and an international organisation in principle except for measures against emergency cases.
- 5) An applicant must have sufficient capacity, devices and funds to cover monitoring and reporting during and after implementation of the project.

## Project Areas

The GGHSP targets areas that aim to improve Human Security. Typical project areas are Basic Education, Primary Health Care, Water & Sanitation and Agriculture. Below are examples of the respective project areas:

- a) Basic Education – Classroom Blocks, Furniture etc. for Schools (Kindergarten to Junior High School)
- b) Primary Health Care –Health Care Facilities, Medical Equipment, etc.
- c) Water & Sanitation – Water Supply System (Boreholes), Sanitation Facilities (Toilets) etc.
- d) Agriculture – Storage, Food Processing Facilities, Equipment etc.

## **Ineligible Categories**

In addition to the areas mentioned above, the GGHSP addresses a variety of local needs in a flexible manner except the following categories :

- a) Academic Research
- b) Capacity Building of the applicant's organisation
- c) Creation of employments for particular individuals
- d) Culture and Sports
- e) Political / Religious / Military activities
- f) Profit –making activities for particular individuals
- g) Activities that may be harmful to the human body

## **Ineligible Costs**

Even if the project falls into one of the eligible categories, the Embassy does NOT cover the following costs :

- Administrative and Operating costs (salaries, allowances, travel expenses and fuel cost, etc.)
- Consumables
- Cost of electronic devices such as personal computers and its accessories, etc.
- General vehicles, Motorbikes
- Bank charges
- Contingencies

\*please refer to the appendix for details

## **Available Grant Amount**

The expected scale of each project is about 10 million Japanese Yen. Submitted project estimates should include the Audit Fee. The amount in U.S. Dollars and the national currencies changes according to the prevailing exchange rates.

## Basic Flow of the procedure

### 1) Application

Applications are opened to the public all year round. However, due to the schedule of procedures, applications might be carried over to the next fiscal year. (Japanese fiscal year starts on 1<sup>st</sup> of April and ends on 31<sup>st</sup> of March)

### 2) Screening

The official Application Form is carefully examined and evaluated. There are four key stages of the application process and at every stage, the applicant will be required to submit certain supporting documents such as Building Permits, designs, BoQs, Certificates, etc.

A site visit (preliminary study) will be conducted for qualified applicants. After the site visit, the selection process enters the final screening stage where successful applications are forwarded to the Home Government in Japan for consideration and final approval.

### 3) Implementation

After conclusion of the Grant Contract for the approved project between the recipient (approved applicant) and the Embassy of Japan, the fund is transferred into a project specific account<sup>\*1</sup>. The recipient shall obtain an approval from the Embassy to withdraw funds from the project account in accordance with an approved work and payment schedule. The projects are to be implemented and completed within one-year<sup>\*2</sup> as per signed agreements of the grant contract. Progress reports, financial reports and other supporting documents requested by the Embassy must be submitted during the implementation of the project.

<sup>\*1</sup> The recipient organisation must open a project specific bank account once the application is approved, and close it at the end of the project.

(GCB Bank for Ghanaian project, LBDI for Liberian project, and SLCB for projects in Sierra Leone)

<sup>\*2</sup> Even if the project includes soft component, it shall also be implemented within 12 months together with the hard component.

## Others

- 1) Obtaining competitive three quotations (Bill of Quantities) from registered active contractors / companies is mandatory. If three quotations cannot be submitted, applicants must give compelling reasons in a written form.
- 2) 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.
- 3) The grant recipient must conduct necessary facility user education for project beneficiaries to ensure proper use of the facility. The components of the completed project must be sustainably managed and maintained to outlive their design lifespan. The Embassy will conduct periodic monitoring visits to ensure the sustainability of the project.
- 4) Submission of forged documents, unfulfilled commitments, and falsification of data is a criminal act, and such applicants will be blacklisted by the Embassy.

For further information, contact us

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To download the latest Guidelines and Application form, please access to the Official Website of the Embassy of Japan below, and scroll down to **Bilateral Relations**.

Ghana : [https://www.gh.emb-japan.go.jp/itprtop\\_en/index.html](https://www.gh.emb-japan.go.jp/itprtop_en/index.html)

Liberia : <https://www.gh.emb-japan.go.jp/jointad/lr/en/index.html>

Sierra Leone : <https://www.gh.emb-japan.go.jp/jointad/sl/en/index.html>

## **Ideas for Project Formulation for the GGHSP**

### **1. Ineligible Costs**

Even in a case when your project falls into one of the Eligible Categories described in the 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 and small items
- c) Cost of Electronic Devices such as Personal Computers and its accessories, 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) Bank Charges (for the remittance, it sometimes costs 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) Assets to specific individuals such as scholarships, accommodations, clothing, etc.
- j) Vaccines
- k) Books (e.g. teaching materials, reference materials, books for library collections, etc.)
- l) Import Tariffs, Internal Taxes, Value-added Tax, etc. when an item is imported.

Soft Component such as seminars or training can be part of a project assisted by the GGHSP in the case where it is considered crucial and necessary.

(e.g. Training to learn how to operate and maintain a machinery or special equipment procured within the project)

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

There are several things you should keep in mind when formulating a project. The followings are the most important points to be considered when you formulate a project to apply for the GGHSP scheme.

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

Once the project has been approved, the GGHSP will not be able to fund any additional cost. In this case, your organisation has the responsibility to provide additional funds to complete the project within its agreed implementation period. For example, the GGHSP cannot provide extra funds to cover stolen materials or extra cost incurred due to inflation. Therefore, it is very important for you to make appropriately estimated budget to cover all the needed components in the project.

In a project for construction of a school block, after the construction, you may find there is no furniture such as desks, chairs and others in the completed facility but no additional fund to procure those items. As a consequence, students might not be able to learn in the classroom in good condition even though the project is completed. In this case, cost for purchasing furniture should have been included in the original project budget, if the recipient organisation could not secure the funding by other means.

### **2) Sharing information and ideas among stakeholders is necessary**

When you get an idea for formulating a project for people in need, you should discuss with them so that you understand their needs well. Also exchanging ideas and information with local government and public-sector organisations is also important to obtain some useful, technical and administrative information for formulating and implementing the project.

There was a project case that had to change design of a school block after the construction works started in compliance with an advice from their local education authority. If the organisation had discussed the project plans with the local authority well in advance, they wouldn't have had to change the design of the school block with huge additional cost.

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

While there are several possible measures to solve a problem of people in need, you have to seek the best one from several points of view when you formulate a project. Otherwise, even after completion of the project, you may not even attain the fundamental objective of your project. Therefore, please make plans very carefully such as how you approach and what you can provide through the project in order to solve the problem.

In a project for construction of school block, if transportation to the project site is poor or expensive, there might be no teacher who would like to commute, hence

you will not be able to fully use the completed school. In this case, you may need to consider the location over again or a staff quarter for teachers as well as its running cost in a sustainable way.

#### **4) Whole facilities must be functioning**

In case of a building construction project including electrical works such as sockets on the ceilings or walls and plumbing works such as water supply taps, sinks or water closets, all these components must be functioning by the completion of the project.

If the public utilities are not provided in the proposed project site, the plan must ensure power and safe water supply measures as well.

We look forward to receiving a well formulated project application!