

Guidelines for GGP Application

2024.2

1. Eligible Applicant for the GGP Scheme:

GGP applicant must meet ***all*** of the following criteria:

- 1) Except Individual / profit-making companies
- 2) One of the following organizations-
 - a. International or local NGO
 - b. Hospital
 - c. School
- 3) Registered organization under SWC/ DAO
- 4) Minimum 2 years of direct/related experience in the proposed field of activity without debts

2. Top Priority Project Areas:

- 1) Primary Health Care
- 2) Primary Education (up to lower secondary levels)
- 3) Poverty Alleviation
- 4) Social Welfare
- 5) Environment
- 6) Peace Building

3. Project Period: One year project only

4. Available Funds: Up to 10 million yen

(approximately 80-90 Lakhs NRs, depend on current exchange rate)

1) The following items / services cannot be funded:

- a. Running & Administrative costs: Salaries, office rent, water bill, electricity bill, office equipment, monitoring and supervision cost of the applicant organization etc.
- b. Maintenance costs of facilities and equipment
- c. **Consumables**: Beverage, food, stationeries, seed, medicine etc.
- d. Cost of prizes and publicity
- e. **Any items and services belong to individuals**: Scholarship, per diem charge (*batta*), travel and transportation expenses of participants, water pipe from public tank to individual households, facilities for individual households etc.
- f. Cost of **purchasing or lending lands** for any constructions projects
- g. **TAX and VAT**: Registration fee, bank charges/commission

2) The following items have very strict guideline:

- Vehicles (including motorbike)
- Books

- Computers and its accessories
- Electronics devices
- High- technical equipments which cannot be repaired by Nepali engineers
- Soft component

5. Cost sharing:

The cost for documentation, designing, planning, tax, advertisement and contingency etc. shall be contributed by applicant.

6. Required documents for application:

- 1) Application Form
- 2) Quotations of 3 different suppliers of proposed products and/or services duly signed by the suppliers and registration certificate of the suppliers (excluding VAT)
- 3) Copy of registration certificate at SWC/CDO
- 4) Brochures, pamphlets, and annual reports OR list of past achievements of the organization
- 5) Audited financial statements for the last 2 years (with English translation)
- 6) Map indicating the location of the project site in the concerned district, as well as a route map from the nearest major city to the site
- 7) Design by authorized engineer (if the project is related to construction work)
- 8) Land Ownership Certificate (if the project is related to construction work)
- 9) List of breakdown of products (construction, furniture, equipment etc.) with details, not in rough calculation
- 10) Working plan / utilization plan
- 11) Permission / Commitment from municipalities
- 12) Commitment from Committee members concerning maintenance and management
- 13) Photos of old building (if you have old building) or project site
- 14) Soil test or letter from an authorized engineer regarding the safety of the land for the planned construction
- 15) Others (depend on the project)

Note:

- ❖ The documents attached with the proposal, once submitted, cannot be returned to the applicant, even if required.
- ❖ Please be aware that procedure of assessment of the application requires certain time.

<Contact>

Grant Assistance for Grass-roots Human Security Projects (GGP) Desk
 Economic Cooperation Department
 Embassy of Japan in Nepal
ggnepal@km.mofa.go.jp