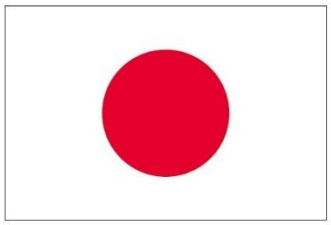
THE GRANT ASSISTANCE FOR
GRASSROOTS PROJECTS
(GGP)



From
the People of Japan

CONSULATE GENERAL OF JAPAN IN HO CHI MINH CITY

Please send this application form, duly filled out, and other required documents to:

Economic Section
Consulate General of Japan in Ho Chi Minh City
261 Dien Bien Phu Street, Xuan Hoa Ward,
Ho Chi Minh City
Tel: 028-3933-3510 (Ext. 414, 415)

IMPORTANT NOTES

- There is no application fee, and the Consulate General of Japan and the staff thereof will never ask the applicant to pay fees, commissions or any other charges in relation to or for the purpose of facilitating the application process.
- Soft components such as human capacity development can be a part of a project where they are deemed indispensable for the effectiveness of the project or are considered an integral part of it.

1. General information on the applicant	
(1) Date of application	
(2) Name of the applicant organization	
Please fill in the formal name of your organization.	
(3) Address	
(4) Contact person	
Name: Position: Phone number: E-mail address:	
(5) Responsible individual authorized to sign the Grant Contract	
Name: Position: Phone number: E-mail address:	
(6) Status of the applicant	
(a) National and Local NGO (b) International NGO (c) Local government, (d) Medical institute (e) Educational institute (f) Government-related institution, (g) International organization (h) other) *Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.*	
(7) Year of Establishment	
(8) Personnel	
In addition to the representative, please include also the number of staff, members, etc.	
(9) Main activities	

If there is certain document or booklet introducing your activities, please attach it to this form.

(10) Financial situation

Please explain the financial record for the past two years by filling in the annexed form. In addition, if your organization has fixed assets or liabilities, please specify below.

(11) Past assistance

Has your organization received any financial/technical assistance from Japanese government, foreign governments, international organizations or NGOs?
If yes, please specify below.

Year	Name of Donor	Grant Amount	Contacts

2. PROJECT

(1) Title of the Project

(2) Project Site

Please indicate the exact address of the project site. Also please estimate the distance from the project site to Ho Chi Minh City.

(3) Background of the Project, Project Implementation Process

Describe the following points. If necessary to provide details, please prepare a separate reference document.
1. Economic and social situation in the target region.
2. Development challenges faced by the population. If it is a project for renovation or rehabilitation of existing facilities, please indicate when the original construction was done.
3. Initiatives by the applicant to address the challenges above. Please indicate why you cannot resolve the problems on your own and you need assistance of the GGP/KUSANONE .

(4) Objectives of the Project

Describe the objectives of the project as clearly as possible.
Explain the link of the development challenges and problems to the objectives of the project.

(5) Expected outcome of the Project

Identify the beneficiaries, their number, location, and anticipated benefits that they will receive as the outcome of the project.
For the school building project, check the attached document and illustrate the specific benefits and situation.

(6) Estimated Cost of the Project

To the greatest extent possible, please submit estimates/quotations from three different suppliers for each item to be covered by the GGP/KUSANONE. If not possible, please provide reasons. As for equipment, please specify the type and its manufacturer.

【The GGP/KUSANONE Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

【Recipient Organization's Budget】

Item	Unit Price	Quantity	Total Price	Note
Total				

（7） Implementation, Operation and Maintenance Plan

Please explain the capacity of the applicant organization to properly and effectively complete the project such as;
- Recent performance as an organization
-Number of staff to implement the project

-Enough income to complete the project even if an unexpected funding shortfall happens

Describe also your plan for maintenance and management of facilities/equipment after the completion of the project.

(8) Duration of the project

From MM/YY to MM/YY (months)

In principle, the Project should be completed within one year after the contract date

(9) Project Implementation Procedures

Could you please tell me how to select construction companies and equipment suppliers? Also, if we were to hold a bid, could you explain what kind of methods or procedures are involved, and the specific flow of the process?

After this project is approved, could you let me know the specific administrative procedures and their timelines that will be required by the relevant authorities, including the People's Committees of each province and city?

General Instructions

1 Responsibilities of the recipient organization

It is the responsibility of the recipient organization to use the grant properly and exclusively for the purchase of products and/or services necessary for the execution of the project and to give due regard to the proper operation and maintenance during the execution and after the completion of the Project.

(No facilities or equipment shall be disposed of, relocated, or leased without the express permission of the Japanese government. In addition, thorough preparation and proper management/maintenance must be implemented to ensure that no operational hindrance occurs following the handover of said facilities and equipment. Please note that if the use of the facilities and equipment is deemed improper, the Consulate-General of Japan in Ho Chi Minh City reserves the right to request the return of the granted funds and report the matter to the Vietnamese government agencies.)

2 Eligible items

(1) The GGP/KUSANONE mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign and reinforcement of community association contingent on tangible

items may also be eligible for support.

(2) The GGP/KUSANONE does NOT cover the following items:

A Office expenses (office rental fee, salary for employees etc.)

B Contingency Funds

C Expenses incurred on individual or corporate profit-making activities

D Funding and items aimed at providing direct funds and assets to specific individuals (such as scholarships, accommodations, clothing, etc.; however, this does not include situations of emergency humanitarian aid in the event of natural disasters, etc.)

E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes

F Research expenses that do not have clear direct benefits for the population

(3) In general, the following items are not eligible for the GGP/KUSANONE and should be shouldered by the recipient organization. However, the following items may be supported by the GGP/KUSANOE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established the recipient organization.

A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)

B Maintenance and management costs for the provided goods

C Vaccines

D Consumables, small fixtures

E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)

D General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)

E Electronic equipment such as personal computers, etc.

F Banking fees (remittance charge from the Consulate General of Japan in HCM City to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANOE, account maintenance commission, foreign-exchange fee, etc.)

G Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments

H Import-related taxes (customs duty, internal tax, value-added tax etc.)

***Notes on taxes**

・ In principle, the import-related taxes for the items covered by the GGP/KUSANOE should be exempted or reimbursed. It is the responsibility of

the recipient organization to take necessary duty-free measures.

- Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes.
- On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes.
- As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes. *Please consult Consulate General of Japan in HCM City for more details.*

3 Opening of a dedicated bank account

After the approval and the signature of the Grant Contract, the recipient organization will be required to open a dedicated bank account, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Consulate General of Japan in HCM City is required for the recipient organization to make every payment to suppliers or other relevant parties out of the dedicated bank account. On this matter, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank in the country where the project is implemented.

4 External audit

(1) In principle, after the completion of the project, the recipient organization shall perform an external audit in order to verify that the funds for the project have been used in a proper manner. In principle, the external audit shall be performed by an organization or individual with official audit qualification in the country where the project is being implemented.

(2) The necessary fees for performing the external audit may be eligible for support by the GGP/KUSANONE. In principle, like other items, a comparison of estimates from three suppliers should be carried out.

(3) Upon the completion of the project, an audit report shall be submitted by the auditor to the recipient organization. The recipient is required to submit a copy of this report to Consulate General of Japan in HCM City. This report should contain the following elements:

A Verification of financial records (income, direct expenditure, operational

expenditure related to the project, etc.)

B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)

C Inspections of the project site (attach photographs to the report)

(4) In some exceptional cases, where there are no qualified organizations or individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult Consulate General of Japan in HCM City for more details.*

5 In case of Unforeseen Circumstances

After the approval and the signature of the Grant Contract, in principle, it is the recipient's responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen. However, if such an unexpected shortfall is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request to Consulate General of Japan in HCM City a support for follow-up expenses in order to complete the project. *Please consult Consulate General of Japan in HCM City for more details.*

6 Reporting

It is the role of the recipient organization to compile and submit to Consulate General of Japan in HCM City an interim report if applicable and a project completion report using the formats in annex.

7 Visibility

In order to ensure the visibility of Japan's grant assistance, the recipient organization shall endeavor to cooperate with the Consulate General of Japan in HCM City in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

8 Attachments to this Application form

☐ Map

☐ (For construction of facilities) Schematic design and/or dimensioned drawing

☐ Financial report for the past two fiscal years

☐ Estimates/quotations for each good and/or service from three suppliers

☐ (For construction of facilities) A copy of land title or lease contract

☐ (As necessary) Permission of practice from the relevant governmental

institution

☐(For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment

☐ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.

☐ (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction

☐ (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and auto insurance

☐ (To the extent possible) Booklet of your organization

I, the undersigned, hereby certify that all information provided in this Application form as well as the referenced attachments is true, correct and complete to the best of my knowledge, and agree to the terms and conditions above.

_____ _____, _____

(Month) (Day), (Year)

_____

(Name of Person in Charge)

_____

(Title)

_____

(Name of Organization)

_____

(Signature)

Total (A)		
Expenditure		
Total (B)		
Balance (A)−(B)		

【Example】 (Currency: USD)

Item	2020	2021
Income		
Grant from Donors *(Please specify their names)*	40,000	50,000
Budget allocation from the Ministry of Health	12,000	11,000
Medical treatment fees	9,000	9,500
Prescription charges	1,000	1,200
Total (A)	62,000	71,700
Expenditure		
Labor	45,000	42,000
Purchase of Medicine	1,200	1,200
Meals for Patients	5,000	6,000
Cleaning	500	550
Electricity	1,300	1,450
Water	1,250	1,580
Fuel	3,500	3,280
Total (B)	57,750	56,060
Balance (A)−(B)	4,250	15,640

(Attachment)

Sample of Student Allocation Diagram

Before the project

Number of classrooms: 12

Number of pupils: 341 (18 classes)

31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	All day learning

Morning	29 pupils (3rd grade)	29 pupils (3rd grade)	30 pupils (4th grade)	30 pupils (4th grade)	26 pupils (5th grade)	27 pupils (5th grade)	Half day learning
Afternoon	29 pupils (3rd grade)	29 pupils (3rd grade)	29 pupils (4th grade)	29 pupils (4th grade)	27 pupils (5th grade)	27 pupils (5th grade)	

SAMPLE

After the project

2 seriously degraded classrooms will be demolished[1].

Number of classrooms: 18

Number of pupils: 341 (18 classes)

31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (1st grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	31 pupils (2nd grade)	All day learning

29 pupils (3rd grade)	29 pupils (3rd grade)	29 pupils (3rd grade)	29 pupils (3rd grade)	All day learning

New 2-storey 8 classroom building	30 pupils (4th grade)	30 pupils (4th grade)	26 pupils (5th grade)	27 pupils (5th grade)	All day learning
	29 pupils (4th grade)	29 pupils (4th grade)	27 pupils (5th grade)	27 pupils (5th grade)	

[1] Note: In the case that some rooms are too degraded that they will be demolished after the project, you should describe that too. For example, in this case 2 seriously degraded rooms will be demolished after the project.