

**EMBASSY OF JAPAN IN IRAN**

**APPLICATION FORM OF 2019**

**FOR**

**JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS (GGP)**

**IN THE ISLAMIC REPUBLIC OF IRAN**

**1. APPLICANT INFORMATION**

(1) Name of the Applicant (Organization)

(2) Address

(3) Phone Number

Fax Number

E-mail Address

Website

(4) Representative

Name: Dr./Mr./Ms.

Title:

(5) Responsible Individual for the Project

Name: Dr./Mr./Ms.

Title:

Contact number (Tel, Fax, Email):

(6) Previous Financial/ Technical Assistance

If your organization received any financial/ technical assistance from foreign governments, organizations or NGOs in the past, please give us brief information including the year, donor, funding amount & project activity.

(7) Please answer the following questions with regard to the nature of your organization (NGO or Local Government).

a) NGO

- Year of Establishment

- Objectives

- Main Activities

- Number of Staff

b) Local Government

- Year of Establishment

- Objectives

- Main Activities

- Number of Staff

(8) Supplementary Explanation: for more information, please also fill out the followings:

c) School

- Name of the School

- Year of Establishment

- Number of Teachers

- Number of Students

- Number of Classrooms

d) Hospital

- Name of the Hospital

- Year of Establishment

- Number of Doctors

- Number of Nurses

- Number of Beds

- Services given in the Hospital

- Number of Patients

e) Welfare Facility

- Name of the Facility

- Year of Establishment

- Number of Physiotherapists, etc.

- Number of Staff.

- Service given in your facility

- Number of Recipients

(9) Financial Status (Balance sheet of the last two years, and Asset and Debt record)

a) NGO

- Last year ( )

|  |  |  |  |
| --- | --- | --- | --- |
| Income (IRR) | | Expenditure (IRR) | |
| Donation from individual |  | Activity cost |  |
| Donation from government |  | Administration cost except for labor cost |  |
| Donation from specific organization |  | Labor cost (staff) |  |
| Income from the beneficiaries |  | Other |  |
| Other |  |  |  |
| Total |  | Total |  |

Please explain the “Other”.

- The year before last year ( )

|  |  |  |  |
| --- | --- | --- | --- |
| Income (IRR) | | Expenditure (IRR) | |
| Donation from individual |  | Activity cost |  |
| Donation from government |  | Administration cost except for labor cost |  |
| Donation from specific organization |  | Labor cost (staff) |  |
| Income from the beneficiaries |  | Other |  |
| Other |  |  |  |
| Total |  | Total |  |

Please explain the “Other”.

- Asset (IRR) and its’ main contents in the last year:

- Debt (IRR) and its’ main contents in the last year:

b) Local Government

- Last year (Year: )

|  |  |  |  |
| --- | --- | --- | --- |
| Income (IRR) | | Expenditure (IRR) | |
| Budget from the central government |  | Activity cost |  |
| Other |  | Labor cost (staff) |  |
|  |  | Running cost |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

Please explain the “Other”.

- The year before last year (Year: )

|  |  |  |  |
| --- | --- | --- | --- |
| Income (IRR) | | Expenditure (IRR) | |
| Budget from the central government |  | Activity cost |  |
| Other |  | Labor cost (staff) |  |
|  |  | Running cost |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

Please explain the “Other”.

- Asset (IRR) and its’ main contents in the last year:

- Debt (IRR) and its’ main contents in the last year:

**2. PROJECT INFORMATION**

(1) Title of the Project

“The project for introduction/construction of ( ) for ( ) in ( ) province”

(2) Duration of the Project

For the period of ( ) months.

(3) Project Site

a) Address

b) Location including the distance from the nearest well-known town

c) Characteristics of the area (population, history, ethnic group, disaster damage, war, etc.)

d) Socio-economic situation and key industries of the area

e) Existing problems/ needs of the area

f) Specific indicators such as unemployment rate, number of refugees/ disabilities, etc.

(4) Background of the Application of the Project

(5) Objectives of the Project

(6) Outline and Outcome of the Project

Briefly describe the objectives and contents of the Project.

(E.g., holding a workshop, construction of two classrooms, renovation of three water pumps, equipping medical/rehabilitation centers, etc.)

(7) Number of Estimated Beneficiaries and Kind of Benefits of the Project

(8) Estimated Cost of the Entire Project

In principle, the maximum amount of grants is capped at 10 million Japanese-yen.

Please fill in the below table in IRR and EURO.

( ) IRR/ ( ) EURO at the rate of ( ) IRR per EURO

(9) Required Items Covered by the GGP Grant

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Covered by the GGP grant  (Amount/Unit) | Covered by the recipient  (Amount/Unit) | Special points to note/  Supplementary information |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

**3. PRECONDITIONS AND SUSTAINABILITY**

(1) A planned site for construction or room for installation has been secured.

(Yes/ No)

(2) Approval has been obtained from public authorities, etc.

(Yes/ No)

(3) The necessary procedures considering the environment and society laws have been taken.

(Yes/ No)

(4) Recipient of GGP grants takes the responsibility to implement and complete the project. The recipients have to make up for lack of funds by themselves, if any and even if there were short of initial funds of GGP grant.

(Yes/ No)

(5) The recipient owns the equipment and takes the responsibility to maintain and fix the equipment properly.

(Yes/ No)

(6) The recipient bears banking service charges, if necessary. In other words, the recipient must not pay such kinds of charges from the GGP grant amount.

(Yes/ No)

(7) External audit will be conducted after completion of the project.

(Yes/ No)

**4. ATTACHMENTS**

Please make sure to attach the following documents to this application form.

- Maps showing the project site.

- Required items list (Essential information: Unit price, Quantity, Image photo and Total price)

- Estimations of the goods/services from three suppliers.

- If the project is for installing equipment: layout plans of installing equipment.

- If the project is for construction of a building, etc.: designed plan with its specification.

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

**5. SIGNATURE**

I hereby certify that the contents within this application reflect the truth.

**Organization:**

**Name:**

**Title:**

**Signature:**

**Date:**

**NOTE:** Kindly hand over the Application Form to the Economic Cooperation Section, Embassy of Japan in Iran or e-mail it.

Address: 162, Moghadas Ardebili Street, Tehran, Postal Code: 19856 – 93653

For NGO’s

TEL: +98 (21) 22660710 (ext. 138)

FAX: +98 (21) 22660747

E-mail: [ggpjapan5@th.mofa.go.jp](mailto:ggpjapan5@th.mofa.go.jp)

For Governmental Organization

TEL: +98 (21) 22660710 (ext. 139)

FAX: +98 (21) 22660747

E-mail: [ggpjapan6@th.mofa.go.jp](mailto:ggpjapan6@th.mofa.go.jp)

**(Note: Email larger than 10MB in size are automatically rejected.)**

Contact desk: GGP Consultant, Economic Cooperation Section

Deadline for the early application for fiscal year 2019 is 30 June 2019.

Deadline for the late application for fiscal year 2019 is 30 September 2019.