**Application Form For**

**Japan's Grant Assistance For Grass-Roots Human Security Projects (GGP)**

**In The Islamic Republic Of Iran In 2020**

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| 1. **General information on the applicant**
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| 1. **Date of application**
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| 1. **Name of the applicant organization**
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| *Please fill in the formal name of your organization.* |
| **(3) Address**  |
| *Please fill the detailed address, preferably checked against Google Maps.* |
| **(4) Contact person** |
| Name:Position:Phone number (Landline & Cellular Phone):E-mail address: |
| **(5) Responsible individual authorized to sign the Grant Contract** |
| Name:Position:Phone number (Landline & Cellular Phone):E-mail address: |
| **(6) Status of the applicant** |
| 1. National and local NGO (b) International NGO (c) Local government,

(d) Medical institute (e) Educational institute (f) Government-related institution, (g) International organization (h) others*Please select the status of your organization and attach a copy of documents certifying the registration or incorporation in the Islamic Republic of Iran.*  |
| **(7) Year of Establishment & Issuance of License** |  |
| **(8) Personnel** |
| *In addition to the representative, please include also the number of staff, members, etc.*  |
| **(9) Objective & Main activities** |
| *If there are certain documents or booklets introducing your activities, please attach them 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.**\*Please attach admissible evidence.* |
| **(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 in chronological order.*\**Please attach the assistance contracts and the completion reports.*Year:Donor Organization:Description of Donation: Aggregate Grant Amount:Project Outcome (Completed)/Status Quo (Ongoing):Contacts:*Note: Please reapply the above subheadings in case your organization has received assistance on more than one occasion.*  |
| **(12) End recipient (if necessary)** |
| *In case your organization unavoidably submits this application (Application Form for GGP) on behalf of another end recipient, please fill out the end recipient’s general information corresponding with items 1.(2) to 1.(11) mentioned hereinabove .**Please copy and paste the format of 1.(2) to 1.(11) here and fill in the necessary information.* |
| 1. **PROJECT**
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| 1. **Title of the Project**
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| The project for introduction/ construction of (*equipment/facility name*) for (*beneficiary attribute*) in (*provincial name*) province |
| 1. **Project Site**
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| *Please provide the precise address of the project site in addition to enclosing a map including directions as well as coordinates (latitude and longitude), and indicate the distance from nearest well-known towns.* |
| 1. **Background of the Project**
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| *Describe the following points. If necessary to provide details, please prepare a separate reference document.*1. Characteristics of the region:*Population and demographic data, ethnicities, pertinent contemporary local history, root causes of arrested development including cataclysm and war, etc.*2. Economic and social situation in the target region:3. 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.* 4. 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.* |
| 1. **Objectives of the Project**
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| *Describe the objectives of the project as clearly as possible.* *Explain the link between the development challenges/problems and the objectives of the project.* |
| 1. **Expected outcome of the Project**
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| *Identify the beneficiaries, their number, location, demographics, and anticipated benefits that they will receive as the direct and indirect outcome of the project.* |
| 1. **Estimated Cost of the Project**
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| *To the greatest extent possible, please submit estimates/quotations from a minimum of three different licensed suppliers for each item to be covered by GGP. As for equipment, please specify the type and its manufacturer.* 【GGP Budget】 |
| Item | Unit Price | Quantity | Total Price | Note |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |
| 【Recipient Organization’s Budget】 |
| Item | Unit Price | Quantity | Total Price | Note |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |
| 1. **Implementation, Operation and Maintenance Plan**
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| *Please explain the capacity of the applicant organization to properly and effectively complete the project including but not limited to the following aspects:**- Recent performance as an organization**-Number of staff directly and indirectly involved in implementation as well as operation of the project**-Evidence proving availability of sufficient income/financial resources to complete the project even if an unexpected funding shortfall happens**Further, describe, in detail, your plan for maintenance and management of the facilities/ equipment after the completion of the project.* |
| 1. **Duration of the project**
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| From MM/YY to MM/YY ( months)*In principle, the Project should be completed within a maximum of one year after the contract date.* |
| **General Instructions**1. **Responsibilities of the recipient organization**

The recipient organization bears sole responsibility for proper and exclusive grant utilization towards 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.1. **Eligible items**
2. The GGP mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment.

(2) The GGP does NOT cover the following items:1. Office expenses (such as office rental fees and salary for employees
2. Contingency Funds
3. Expenses incurred on individual or corporate profit-making activities
4. 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.)
5. Expenses linked to indulgences that may be harmful to the human body, such as alcoholic beverages and cigarettes
6. Research expenses that do not have clear direct benefits for the population

(3) The following items are not eligible for the GGP and should be shouldered by the recipient organization:1. Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)
2. Maintenance and management costs for the provided goods
3. Vaccines
4. Consumables, small fixtures
5. Books (teaching materials, reference materials for educational projects, books for library collections, etc.)
6. General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
7. Electronic equipment such as personal computers, etc.
8. Banking fees (remittance charge from the Embassy of Japan in Iran to the bank account of the recipient, opening and closing fee of a dedicated bank account for the GGP, account maintenance commission, foreign-exchange fee, etc.)
9. Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments
10. Import-related taxes (such as customs duty and internal taxes

 \***Notes on taxes**(1) In principle, the items covered by the GGP should be exempted from import-related taxes, or any such payments should be reimbursed. Hence, the recipient organization bears sole responsibility for taking the necessary steps towards realization of the duty-free status. (2) Even in cases where your country does not agree to the exemption of import-related taxes, the recipient should bear the burden of these taxes. Please consult the Embassy of Japan in Iran for more details. (3) The recipient organization bears sole responsibility for undertaking the entire incurred taxes (such as VAT and internal taxes)**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 for the disbursement of the fund, separate from other bank accounts used for the operating expenses or other projects of the organization. It is obligatory to adopt the special banking contract schemes, where a written consent of the Embassy of Japan in Iran 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, the recipient organization bears sole responsibility for making necessary arrangements with an appropriate bank, determined by the Embassy of Japan, in the Islamic Republic of Iran.*Please consult the Embassy of Japan in Iran for more details.*  **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 a licensed organization, firm, or individual with official audit qualification in the Islamic Republic of Iran. (2) The necessary fees for performing the external audit may be eligible for support by the GGP. In this case, like other items, a comparison of estimates from a minimum of **three** licensed and qualified 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 provide conclusive proof of such official report(s) and submit a copy thereof to the Embassy of Japan in Iran. This report should contain the following elements in the form of comprehensive detailed numerical data and text information:1. Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)
2. Verification of facts (procurement and delivery of equipment, use of equipment, etc.)
3. Inspections of the project site (attach photographs to the report)

*Please consult the Embassy of Japan in Iran for more details.* 1. **In case of Unforeseen Circumstances**

After the approval and the signature of the Grant Contract, in principle, the recipient bears sole responsibility for proper and full completion of the project, even when unexpected circumstances such as an unexpected shortfall due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates happen. *Please consult the Embassy of Japan in Iran for more details.***6 Reporting** It is the role of the recipient organization to compile and submit to the Embassy of Japan in Iran a timely interim report and a project completion report using the formats provided by the Embassy of Japan in Iran. **7 Visibility** In order to ensure the visibility of Japan’s Grant Assistance, the recipient organization shall endeavor to take due initiative and to cooperate with the Embassy of Japan in carrying out fitting PR activities such as organizing a handover ceremony covered by local and national press, attaching stickers and a plate displaying the flag of Japan onto the provided supplies and buildings.**8 Attachments to this Application form** * One set of copies of documents certifying registration and/or incorporation
* Detailed Map (Including the project site, coordinates in the form of XX.xxxx & YY.yyyy, and illustrated directions)
* (For construction of facilities) Schematic design and dimensioned drawing
* Financial report for the past two fiscal years
* Estimates/Quotations for each good and/ or service from a minimum of three different suppliers
* (For construction of facilities) Proof of ownership through provision of the original(on demand) land title/title deed as well as a copy thereof
* (As necessary) Permission of practice from the relevant governmental institution(s), including official inquiries from pertinent authorities
* (For procurement of equipment) Certificate or Permission from the relevant governmental institution(s) to use the equipment
* (For drilling water wells, to the required extent) Result of water veins research (including but not limited to qualitative and quantitative analysis of the water resource) or equivalent information from the waterworks department as well as the preliminary approval of the regional water authority.
* (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 necessary parking space and pledge of auto insurance
* (To the required extent) Booklet of your organization
* Comprehensive item description including but not limited to photographs, make, information on provided guarantees and warranties, and proof of aftersales services
* Layout plan for installation of equipment
* (As necessary) Business plan as proof of sustainability and feasibility for establishment of or introduction of equipment to workshops.
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| Deadline for the application for fiscal year 2020 is 30 September 2020.For more information, contact GGP Consultants, Economic Cooperation Section, Embassy of Japan in IranFor NGO’s:TEL: +98 (21) 22660710 (ext. 138)E-mail: ggpjapan6@th.mofa.go.jp For Governmental organizations:TEL: +98 (21) 22660710 (ext. 139)E-mail: ggpjapan5@th.mofa.go.jp  |
| 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, including the instructions provided hereinbefore. , (Month) (Day), (Year) (Name of Person in Charge)  (Title) (Name of Organization)  (Signature & Seal)  |

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