



GGP GUIDELINES FOR APPLICATION



Eligible Proponent	<ol style="list-style-type: none">1. Local Government Units (LGUs)2. Non-Governmental Organizations (NGOs)3. Educational Institutions4. Medical Institutions <p>Note: NGO must be registered and operational for minimum of 3 years</p>
Grant Amount	<ul style="list-style-type: none">▪ The maximum grant amount is four million pesos (PHP 4,000,000)▪ The amount shall always be EXCLUSIVE OF TAX (VAT)
Proponent Counterpart	All forms of taxes
Sectors Qualified for GGP Project	<ol style="list-style-type: none">1. Education2. Health3. Water System (Levels I and II only)4. Agriculture5. Social Welfare6. Capacity Building7. Disaster Management8. Waste Management9. Others
Duration of Application (from submission to approval)	Eight (8) months to one (1) year
Deadline of GGP Proposal Submission	End of February and June every year
Submission of GGP Proposal	GGP prefers the submission of proposals and supporting documents via email.
GGP Team Contact Details	<p>Office Address: GGP Team, Economic Section Embassy of Japan 2627 Roxas Blvd, Pasay City 1300</p> <p>Office Hours: 0830H to 1700H; Mondays to Fridays only</p> <p>Tel. No.: (02) 551-5710 local 2111 / 2112 / 2119 / 2109</p> <p>Email Address: ggp@ma.mofa.go.jp</p> <p>Note: Attachments should only be 10MB or less. If necessary, send attachments by batches.</p> <p>Website: http://www.ph.emb-japan.go.jp/bilateral/oda/grassroots.html</p>

DOCUMENT REQUIREMENTS

Document (in order of priority)	GGP Template	Required Format	Signed
1. GGP Concept Paper (Download from the website of Embassy of Japan) http://www.ph.emb-japan.go.jp/bilateral/oda/grassroots.html	Required	PDF	Required
2. Proof of Land Ownership	N/A	Scanned	Required
3. Current and Future Utilization Plan (Annex A)	Required	PDF	N/A
4. Latest photos of existing building/facility/equipment	N/A	JPEG	N/A
5. Photos of proposed project site	N/A	JPEG	N/A
6. Program of Works, Detailed Estimates (for infrastructure project only)	N/A	Excel	Required
7. Building Design (for infrastructure project only)	N/A	PDF	Not Required
8. Product catalogue showing features, specifications (for equipment, furniture, fixtures)	N/A	Scanned	Not Required
9. Three (3) quotations of proposed items (ex. classroom, fixture, equipment) requested under GGP.	N/A	Scanned and Excel	Required
10. (3)-year Audited Financial Reports	N/A	Scanned and Excel	Required
11. List of projects implemented for the last three (3) calendar years Note: Include both hard component projects (infrastructure), and soft component projects (capability building).	N/A	PDF	Not Required
12. For capacity-building projects, a three (3)-year projected training plan (Annex B)	Required	PDF	Not Required
Additional Requirements for NGOs:			
13. Registration papers	N/A	Scanned	Required
14. Certificate of good standing	N/A	Scanned	Required

NOTE:

1. Documents must be in A4 size only.
2. Additional documents may be required by EOJ.
3. EOJ will NOT return the documents submitted.
4. Adherence to the required documents, required GGP templates, and required format shall be part of the proposal evaluation.

I. ELIGIBLE PROPONENTS

1. The eligible proponents of a GGP project are only the following:
 - a. Local Government Units (LGUs)
 - b. Non-Governmental Organizations (NGOs)
 - c. Educational Institutions
 - d. Medical Institutions (hospitals)

Note: NGO must be registered and operational for minimum of 3 years

Note: Educational institutions such as universities can be eligible proponents provided that the project is for the benefit of a community.

2. The ineligible proponents are:
 - a. Elementary and Secondary schools
 - b. Cooperatives

Note: The ineligible proponents may coordinate with their respective LGUs or any NGOs to be the proponents of the project, and for the ineligible proponents to become the beneficiaries of the project.

II. EXAMPLES OF APPLICABLE PROJECTS UNDER GGP

1. The list below is examples of hard component projects GGP approved. Items that can be funded through GGP is not limited to the list.
2. GGP prioritizes proposals with hard component (facility/equipment) rather than soft component (seminar/training).
3. GGP prioritizes stand-alone facility rather than extension of an existing facility.

a. Education

- Construction or renovation of classroom buildings, and procurement of furniture and equipment for elementary and secondary schools

Note: Proposed classrooms shall only be for instructional use.

b. Health

- Construction or improvement of health facilities
- Procurement of basic medical equipment for public hospitals, rural health units (RHU) and barangay health stations (BHS)

c. Water System (Levels I and II only)

- Construction of Levels I and II water systems
- Level I: Stand-alone water points (e.g. hand pumps, shallow wells, and rainwater collectors)
- Level II: Piped water with a communal water point (e.g. bore well, spring system)
- GGP does NOT fund Level III water systems

d. Agriculture

- Construction or improvement of food processing center
- Construction and/or procurement of pre and post-harvest facilities/equipment

e. Social Welfare

- Construction or improvement of crisis centers or shelters

f. Capacity Building

- Construction or renovation of training facilities and procurement of equipment for the conduct of skills and livelihood training activities

g. Disaster Management

- Procurement of ambulance, fire trucks, rescue trucks
- Procurement of used emergency vehicles from Japan can also be considered given that the proponent has an arrangement with a donor from Japan

h. Waste Management

- Procurement of garbage processing equipment
- Construction of Materials Recovery Facility (MRF)

III. ITEMS NOT COVERED UNDER GGP GRANT

1. Payment for tax
2. Payment for customs and duties, registration/license/certification fees, etc.
3. ADMINISTRATIVE COSTS such as:
 - a. staff salary
 - b. electricity and water
 - c. rent for house or offices
 - d. fuel and/or gas for vehicles
 - e. equipment for proponent's office
4. Maintenance costs
5. Purchasing of food, houses, medicine, clothes and consumables
6. Scholarship and research costs
7. Purchase of land
8. Animal dispersal
9. Social preparation, project conceptualization and community consultations
10. Working capital for projects that generate income for specific individuals or enterprises
11. Equipment and/or facility for rent that generate income only for specific individuals, groups or enterprises

IV. APPLICATION PROCESS

1. Initial Assessment / Preliminary Screening
 - EOJ will conduct initial screening of the proposal
 - Rejection letter shall be sent to the proponents of disapproved projects during this stage of screening
2. Conduct of Site Appraisal
 - Shortlisted projects will be visited by EOJ to conduct site appraisal
 - EOJ shall coordinate with the proponent regarding the schedule of the site appraisal
 - Additional documents will be required from the proponents
 - Rejection letter shall be sent to the proponents of disapproved projects during this stage of screening
3. Selection and Approval of the Project
 - After the result of the site appraisal, EOJ will select potential projects for funding
 - Additional documents will be required from the proponents
 - The proponent with the approved project shall be officially notified

V. SELECTION CRITERIA

1. Capability of the proponent
2. Project feasibility
3. Sustainability
4. Cost Effectiveness
5. Necessity, urgency and impact

GGP ANNEXES A and B

ANNEXES A and B

The GGP Annexes is composed of samples of the two (2) GGP requirements for application:

- a. Utilization Plan
- b. Training Plan

Annex A: Utilization Plan

1. The Utilization Plans serves as a visual guide to the GGP to briefly understand the current situation of the proponent, and how a GGP project will provide an improvement.
2. The Utilization Plan has two (2) parts:
 - a. Current Utilization Plan – this shows the current situation where the GGP proposed project will improve.
 - b. Future Utilization Plan – this presents how the situation will look once the GGP project is constructed.
3. Important information that should be included is as follows:
 - a. Number of beneficiaries
 - b. Area covered

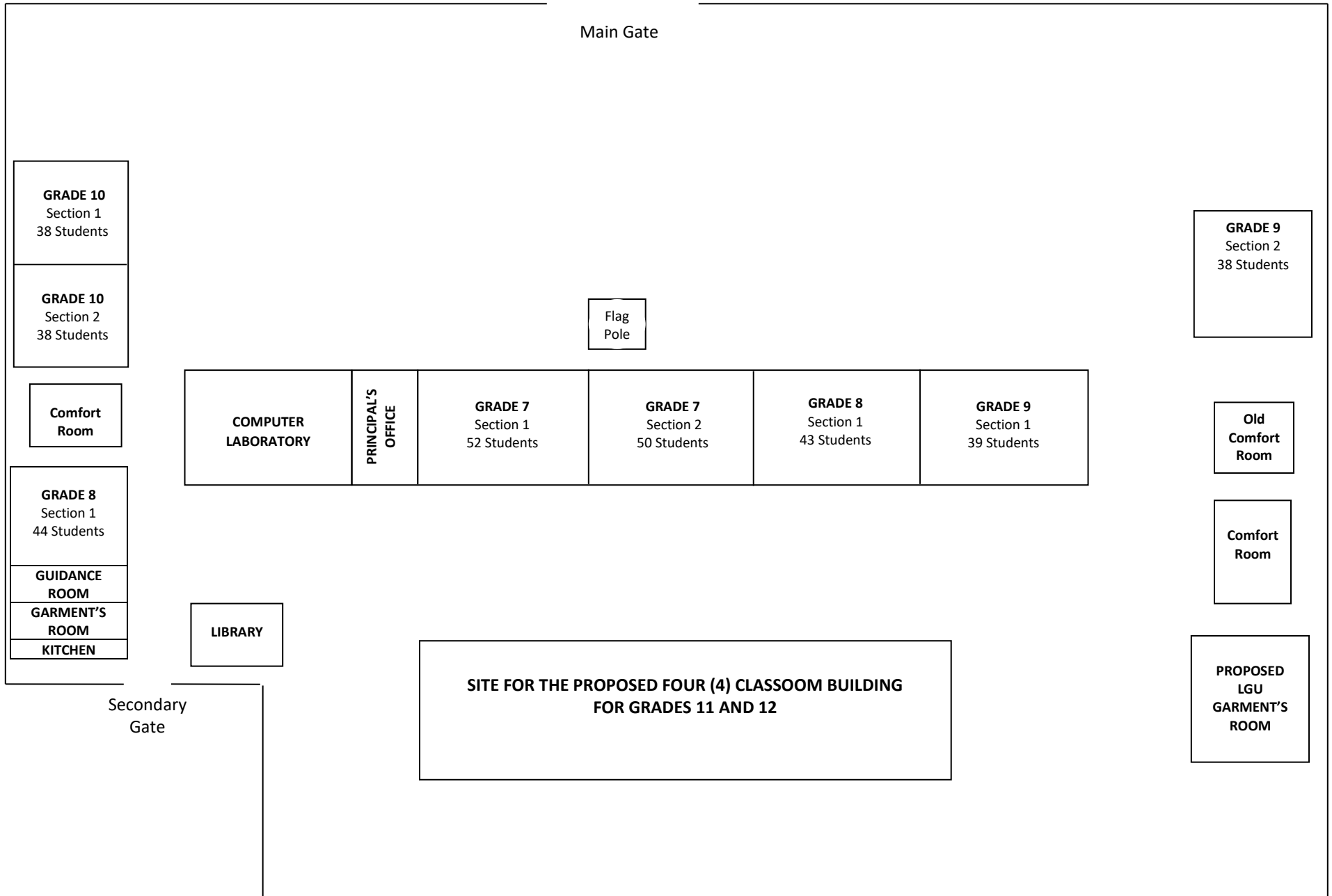
Annex B: Training Plan

1. A training plan is primarily applicable to a GGP proposal for a training center. However, the GGP may request a training plan for other GGP proposed projects when deemed necessary to further assess the proposal.

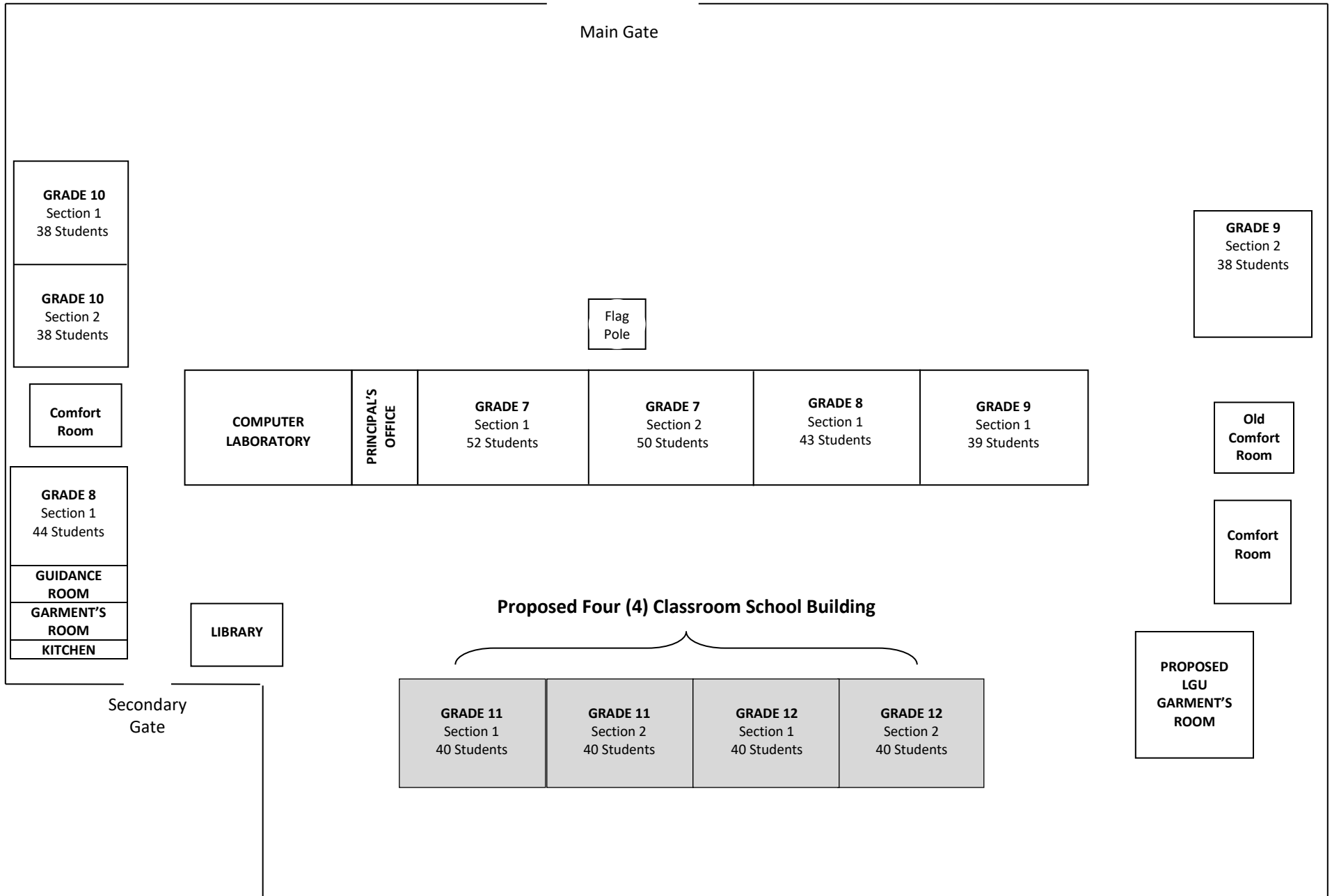
SAMPLE UTILIZATION PLAN

EDUCATION

CURRENT UTILIZATION PLAN



FUTURE UTILIZATION PLAN



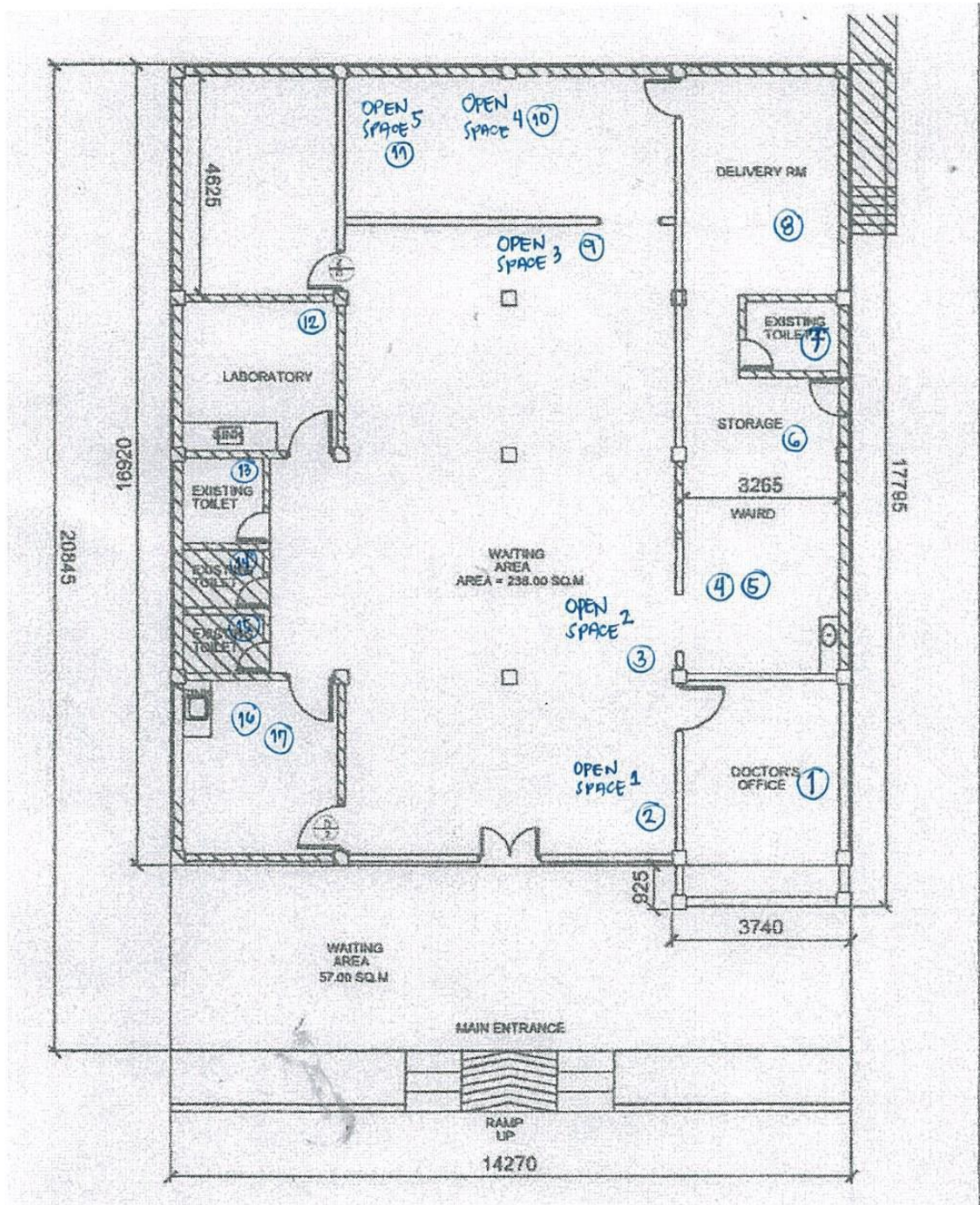
SAMPLE UTILIZATION PLAN

HEALTH

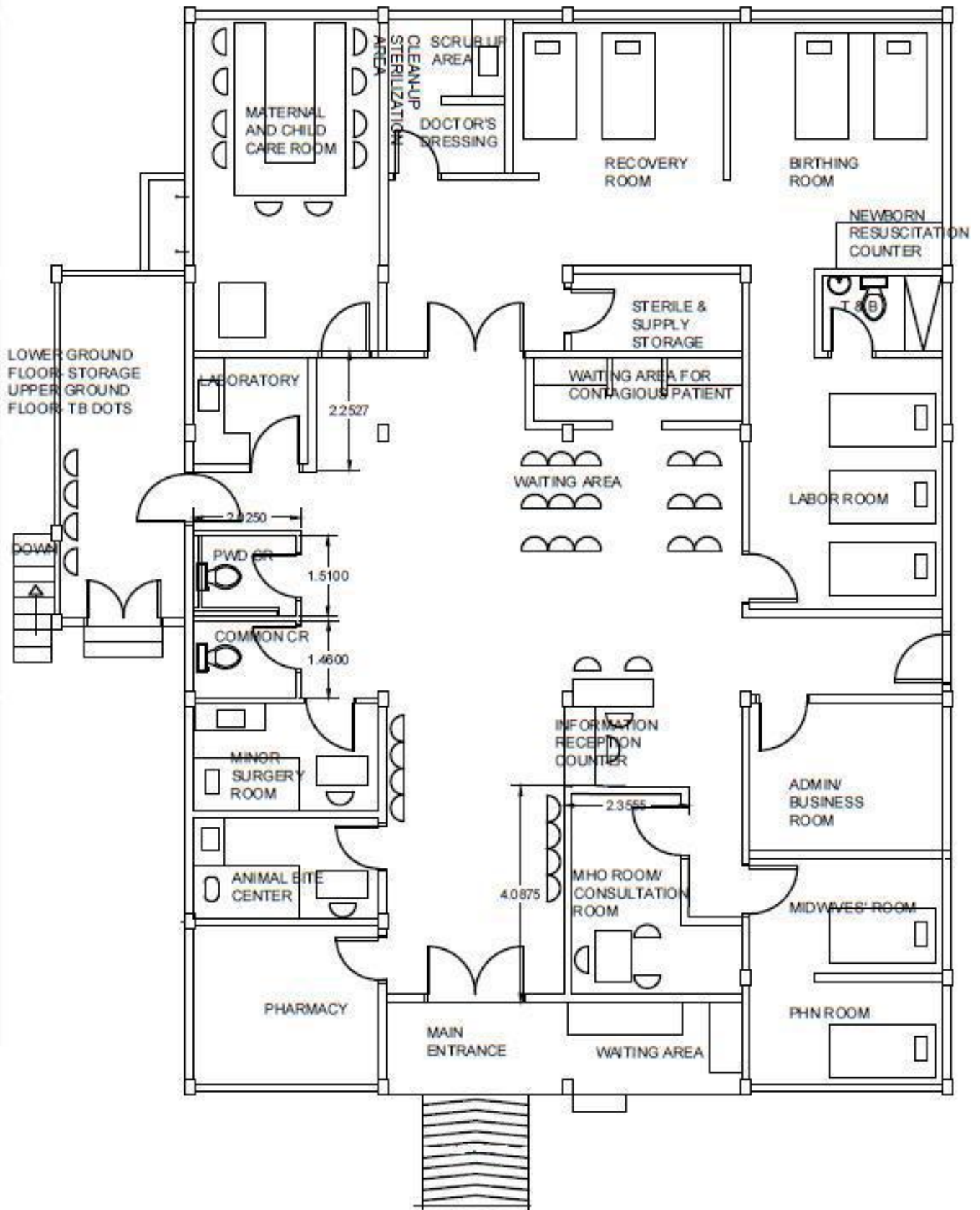
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OFFICE OF THE MUNICIPAL MAYOR

Current Set-up

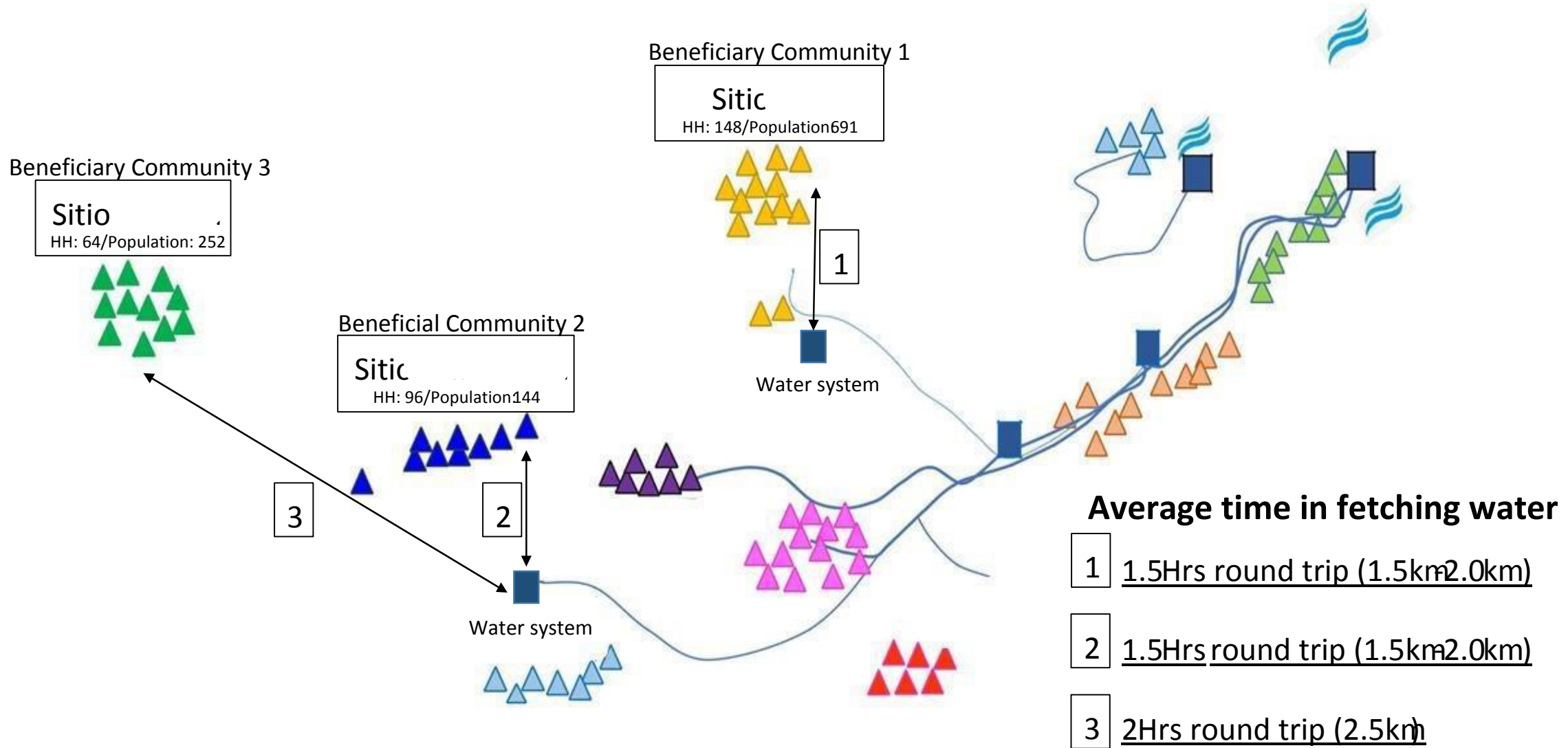


FUTURE UTILIZATION PLAN

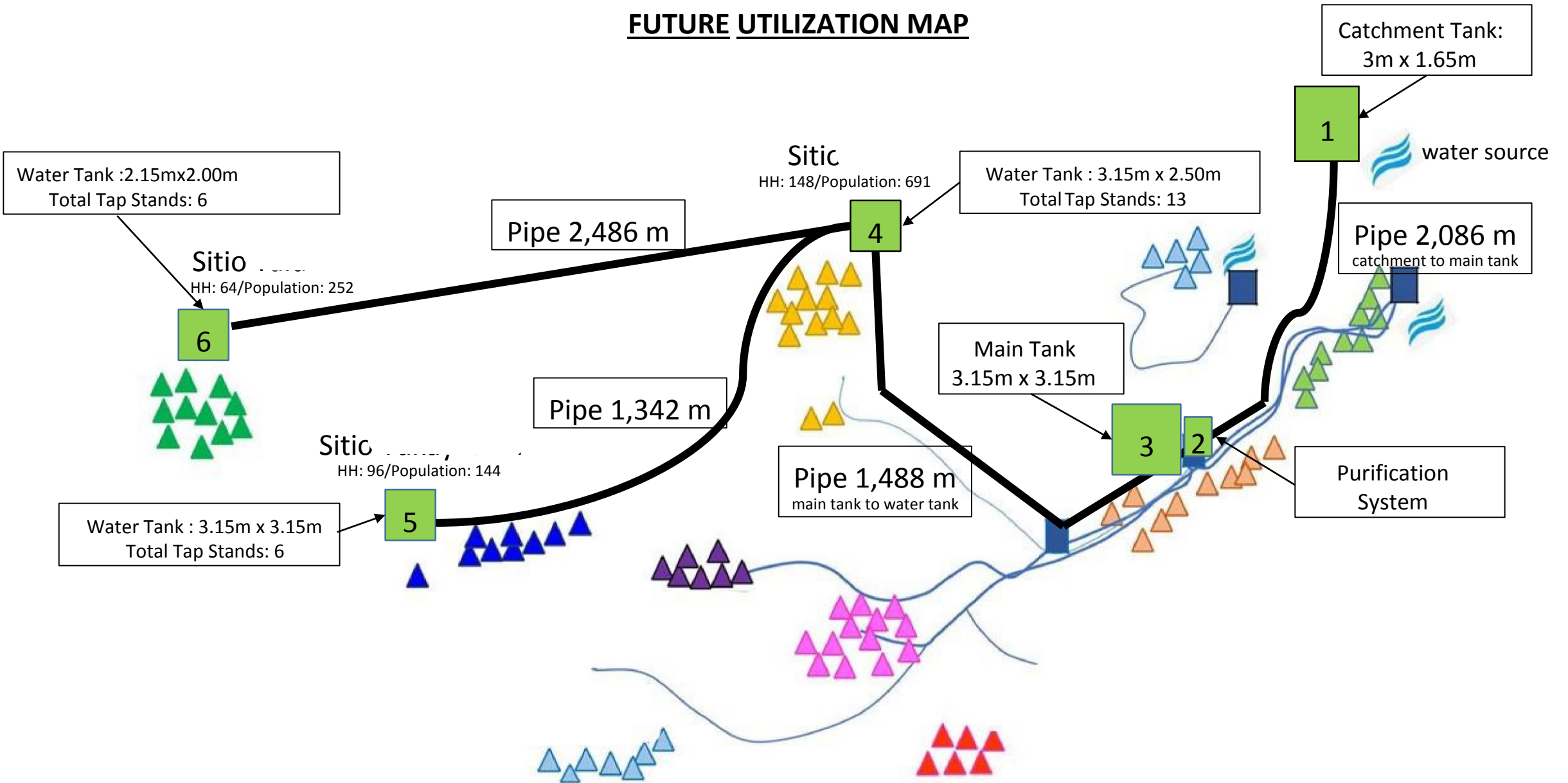


SAMPLE UTILIZATION PLAN
WATER SYSTEM

CURRENT UTILIZATION MAP



FUTURE UTILIZATION MAP



SAMPLE UTILIZATION PLAN

SOCIAL WELFARE

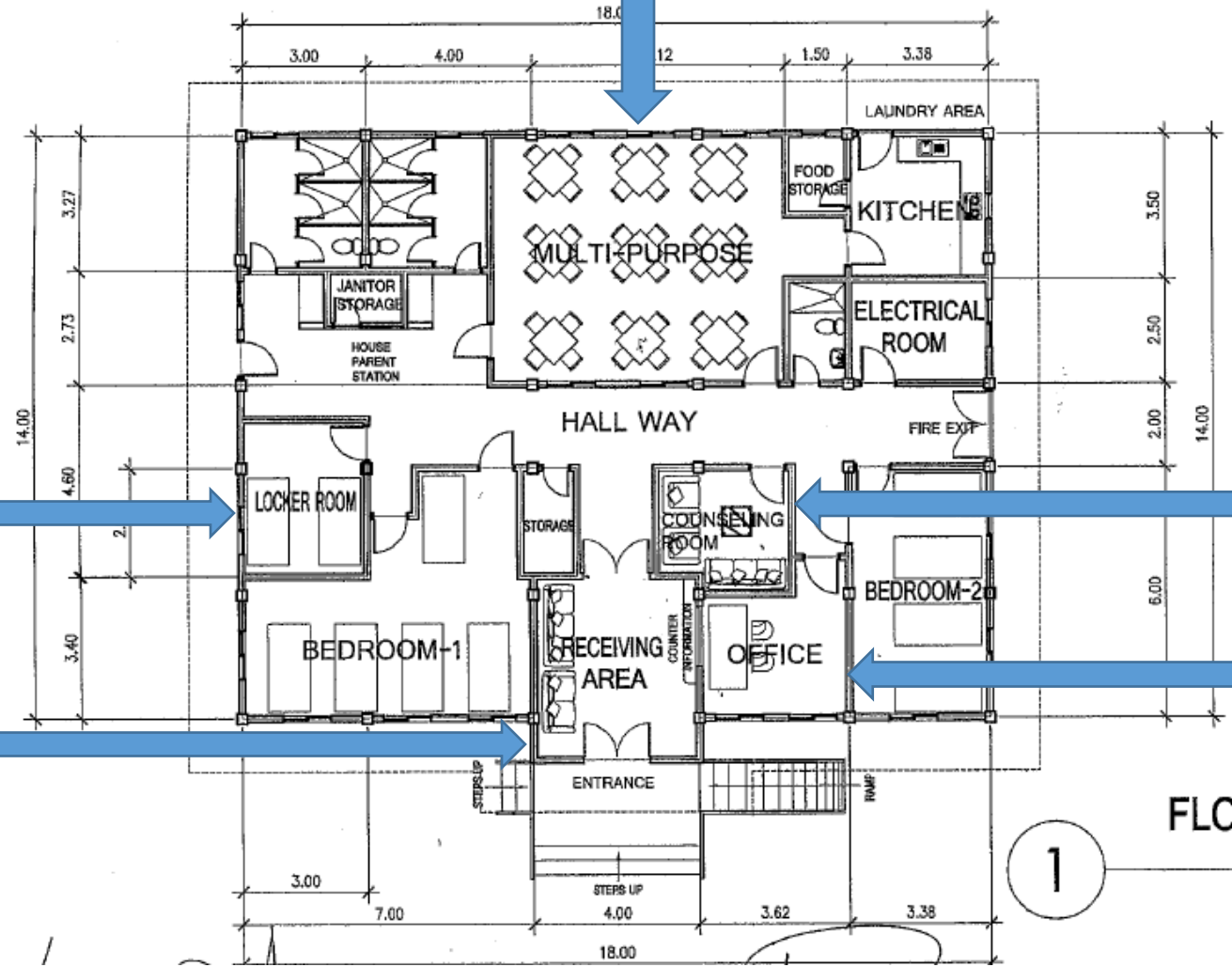
Conduct of daily activities of
CICLs, staff meetings, and
meetings related to CICL

Sleeping quarters
for house parents

For visitors of
clients

Counseling of clients,
parents; intake
interview of clients;
psychological testing

Administrative-related
tasks managed by the
Crisis Center staff



FLOOR PLAN

1

Scale: 1:70 MTR.

FUTURE UTILIZATION PLAN

GGP TEMPLATE

TRAINING PLAN

