



GGP GUIDELINES FOR APPLICATION



Eligible Proponent	1. Local Government Units (LGUs) 2. Non-Governmental Organizations (NGOs) 3. Educational Institutions 4. Medical Institutions Note: NGO must be registered and operational for minimum of three (3) years
Grant Amount	▪ The maximum grant amount is twenty million Japanese Yen (JPY 20,000,000) or the equivalent amount in Philippine Peso ▪ The amount shall always be EXCLUSIVE OF TAX (VAT)
Proponent Counterpart	All forms of taxes, bank-related charges, foreign exchange loss
Sectors Qualified for GGP Project	1. Education 2. Health 3. Water System (Levels I and II only) 4. Agriculture 5. Social Welfare 6. Capacity Building 7. Disaster Management 8. Waste Management
Duration of Application (from submission to approval)	Eight (8) months to one (1) year
Deadline of GGP Proposal Submission	We accept proposals throughout the year
Submission of GGP Proposal	Via email or courier (NO in-person submission)
GGP Team Contact Details	Office Address: GGP Team, Economic Section Embassy of Japan 2627 Roxas Blvd, Pasay City 1300 Office Hours: 0830H to 1700H; Mondays to Fridays only Tel. No.: (02)8551-5710 local 2111 / 2112 / 2119 / 2109 Email Address: ggp@ma.mofa.go.jp Note: Attachments per email should be 10MB or less. If the total size of your documents exceeds 10MB, send them in batches. Website: http://www.ph.emb-japan.go.jp/bilateral/oda/grassroots.html

I. ELIGIBLE PROPONENTS

The eligible proponents of a GGP project are only the following:

1. Local Government Units (LGUs)
2. Non-Governmental Organizations (NGOs)
3. Educational Institutions (K to G12 public schools)
4. Medical Institutions (hospitals)

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

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. SELECTION CRITERIA

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

III. 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 and information 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 pre-select potential projects for funding.
 - EOJ will submit the pre-selected project proposals to Ministry of Foreign Affairs for review.
 - Additional documents and information will be required from the proponents.
 - Final approval/rejection will be issued.

IV. IMPLEMENTATION PROCESS

1. Signing of Grant Contract between the proponent and EOJ
 - GC signing ceremony will be held in Manila.
2. Disbursement of Funds
 - Procurement Contract needs to be submitted for the release of the Fund.
3. Project implementation
 - In principle, the project must be completed within one year from the GC signing date.
 - Submission of Monthly Reports and Mid-Term Report is mandatory during the implementation.

Note: Any changes to the project must always be reported to EOJ in advance in the form of a modification request letter. (e.g. Extension of project duration, Change in use of the grant from the original plan)

4. Project completion
 - Final Report and Audit Report are required to be submitted after the completion.
 - Once those reports are submitted and there are no problems to be resolved, Turnover Ceremony will be held.
5. Project Follow-Ups for five (5) years
 - After the completion, Annual Accomplishment Reports must be submitted annually for five (5) years.

V. 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

VI. EXAMPLES OF APPLICABLE PROJECTS UNDER GGP

GGP prioritizes proposals with hard component (facility/equipment) rather than soft component (seminar/training). Especially with regards to facilities, GGP prioritizes construction of a stand-alone facility rather than extension of an existing facility.

1. Education

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

Note: Proposed classrooms shall only be for instructional use.

2. Health

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

3. 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

4. Agriculture

- Construction or improvement of food processing centers
- Construction and/or procurement of pre- and post-harvest facilities/equipment
- Procurement of a refrigerated delivery truck for transportation of fresh produces

5. Social Welfare

- Construction or improvement of crisis centers or shelters

6. Capacity Building

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

7. Disaster Management

- Procurement of ambulance, fire trucks, rescue trucks

8. Waste Management

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

DOCUMENT REQUIREMENTS

Document (in order of priority)	Use of GGP Template	Required Format	Signature
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. Two (2)-year Audited Financial Reports	N/A	Scanned PDF	Required
11. List of projects implemented in 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. If applicable, a three (3)-year projected training or activity plan that complements your GGP proposal (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.

ANNEXES A and B

Annex A: Utilization Plan

1. Required for all project applications.
2. 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.
3. 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.
4. Important information that should be included is as follows:
 - a. Number of beneficiaries
 - b. Area covered

Annex B: Training Plan

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.

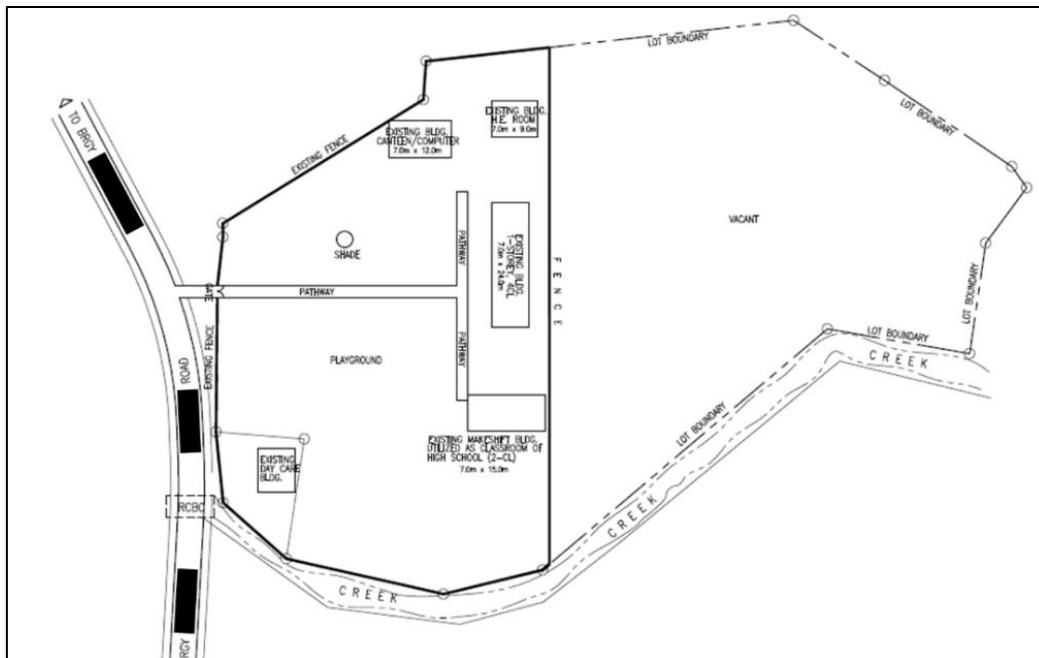
The following pages are samples of GGP Annexes A and B.

SAMPLES OF

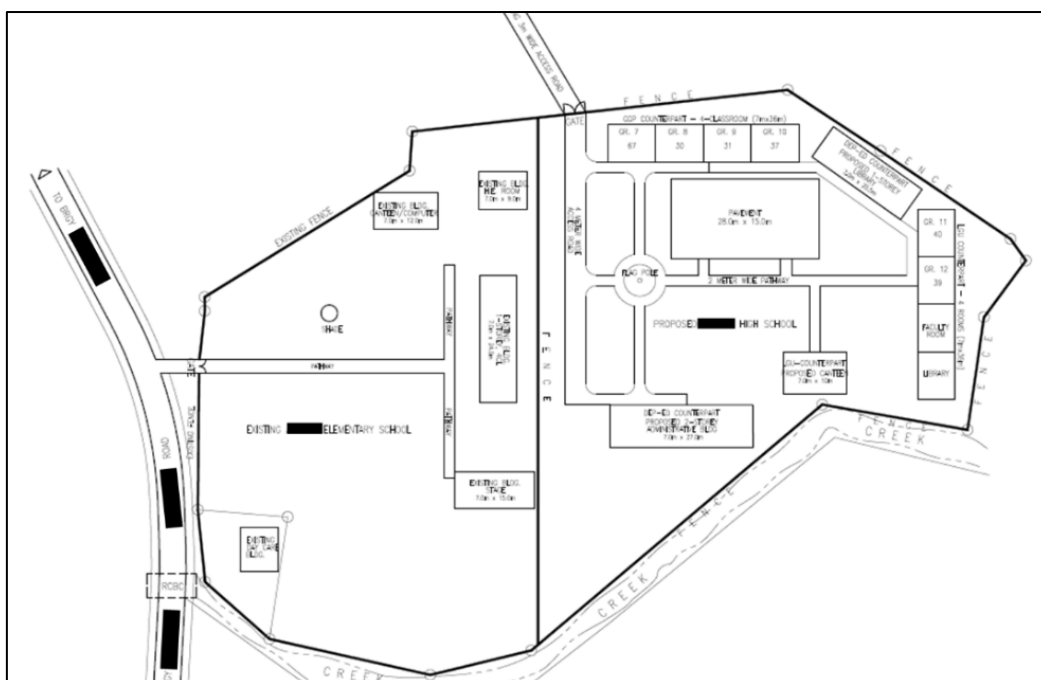
Annex A: UTILIZATION PLAN

1. EDUCATION

CURRENT UTILIZATION PLAN

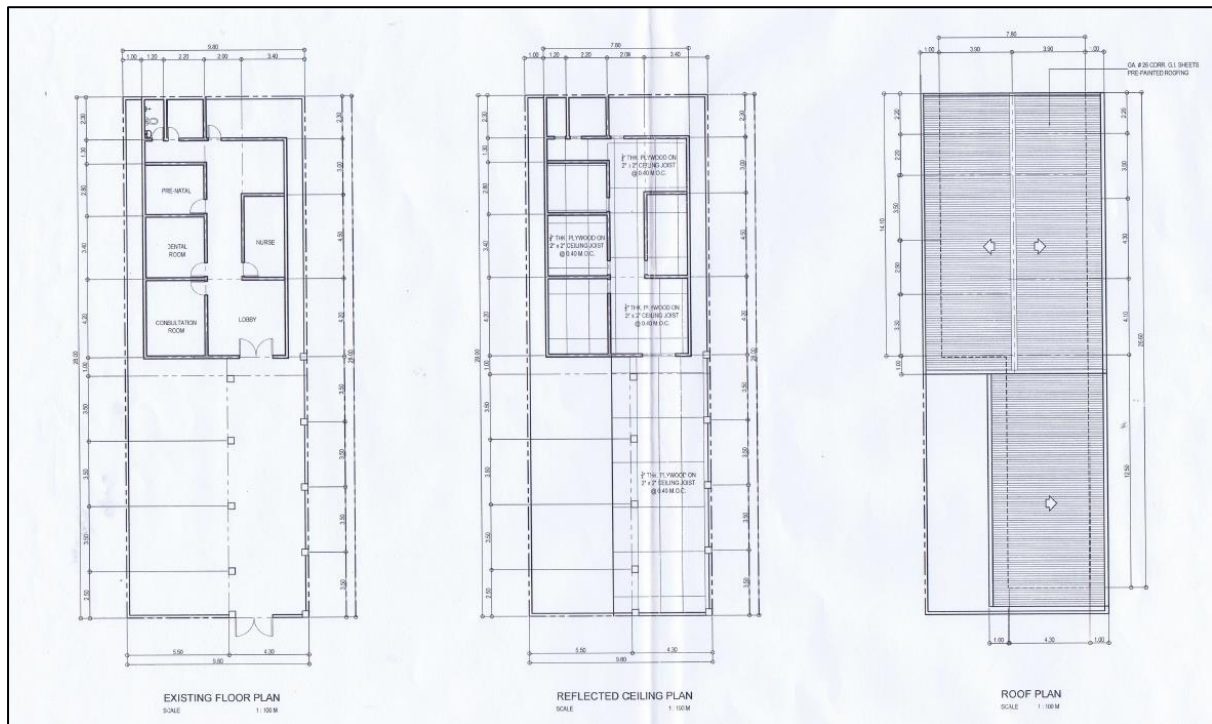


FUTURE UTILIZATION PLAN

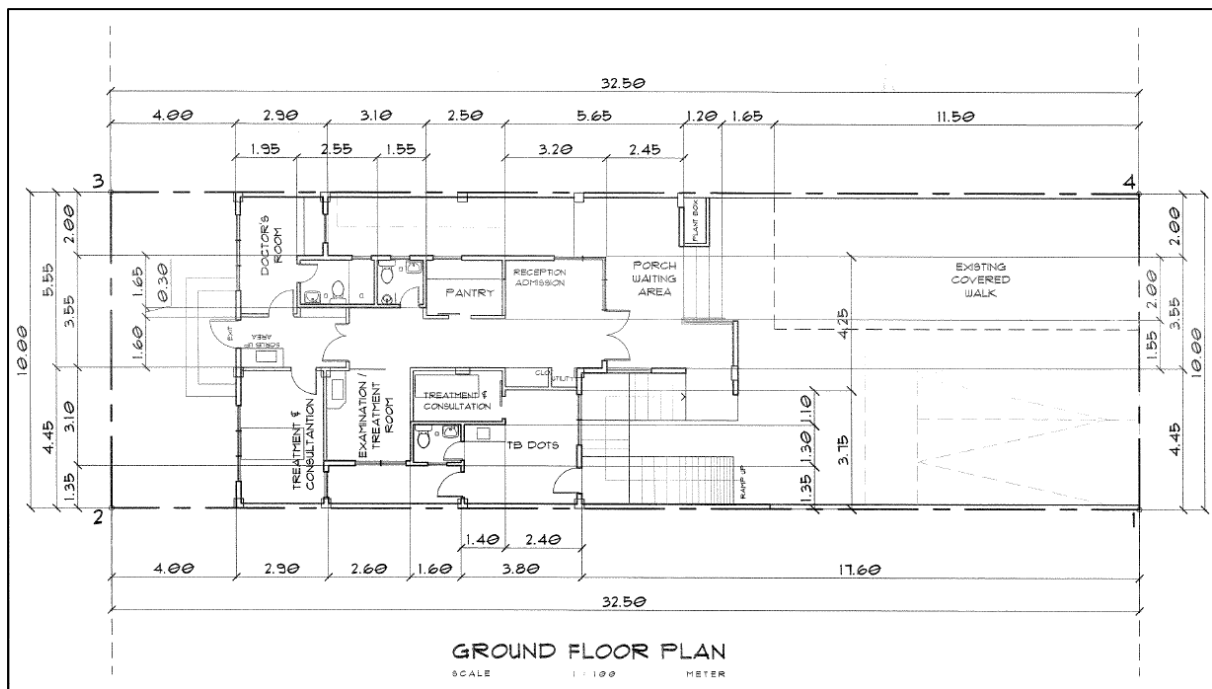


2. HEALTH

CURRENT UTILIZATION PLAN

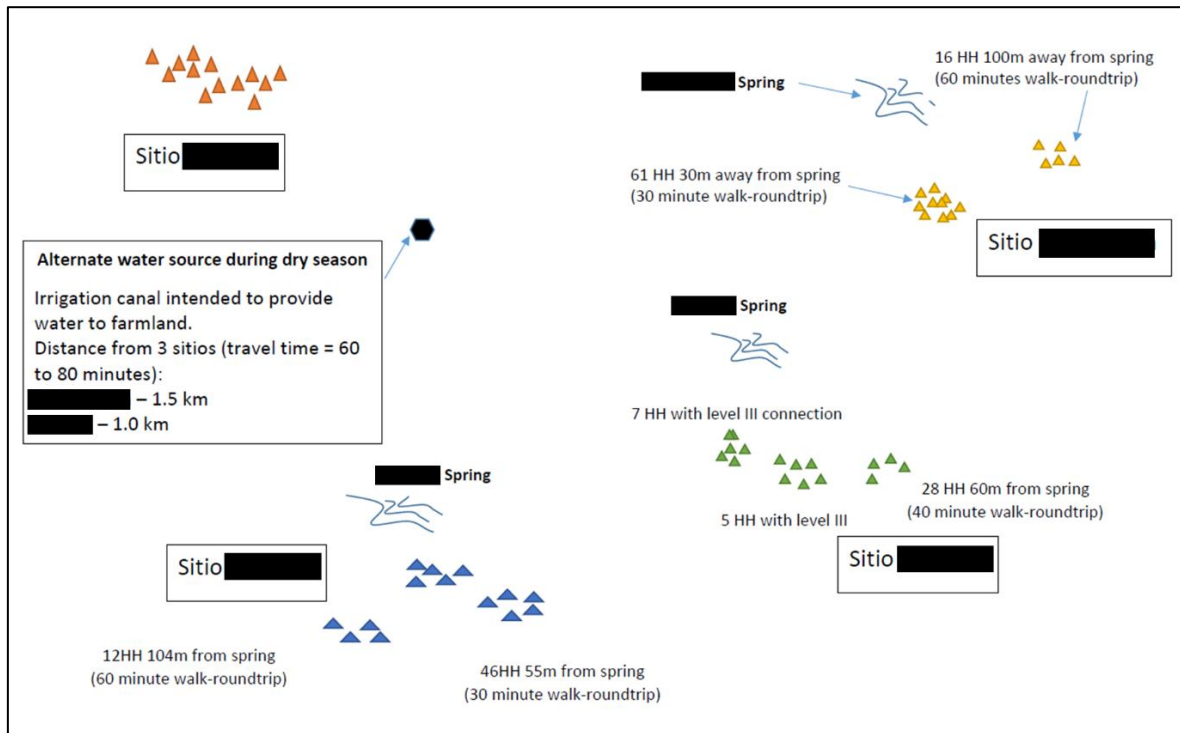


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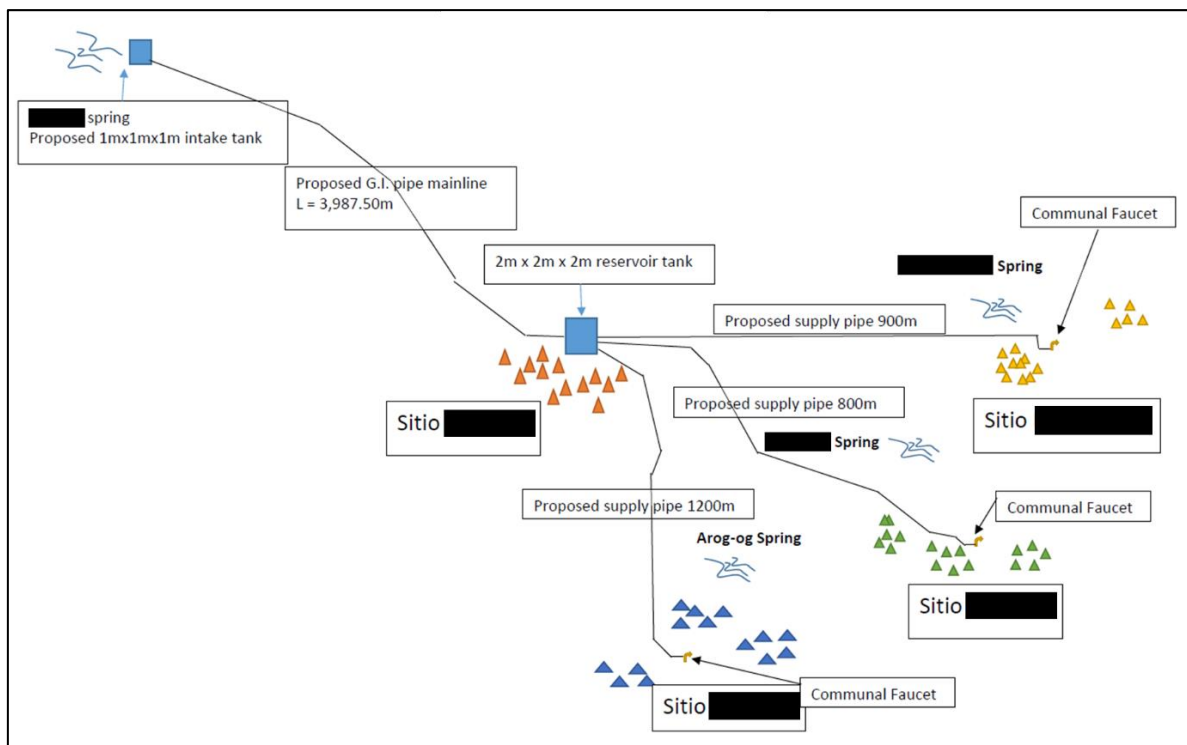


3. WATER SYSTEM

CURRENT UTILIZATION PLAN

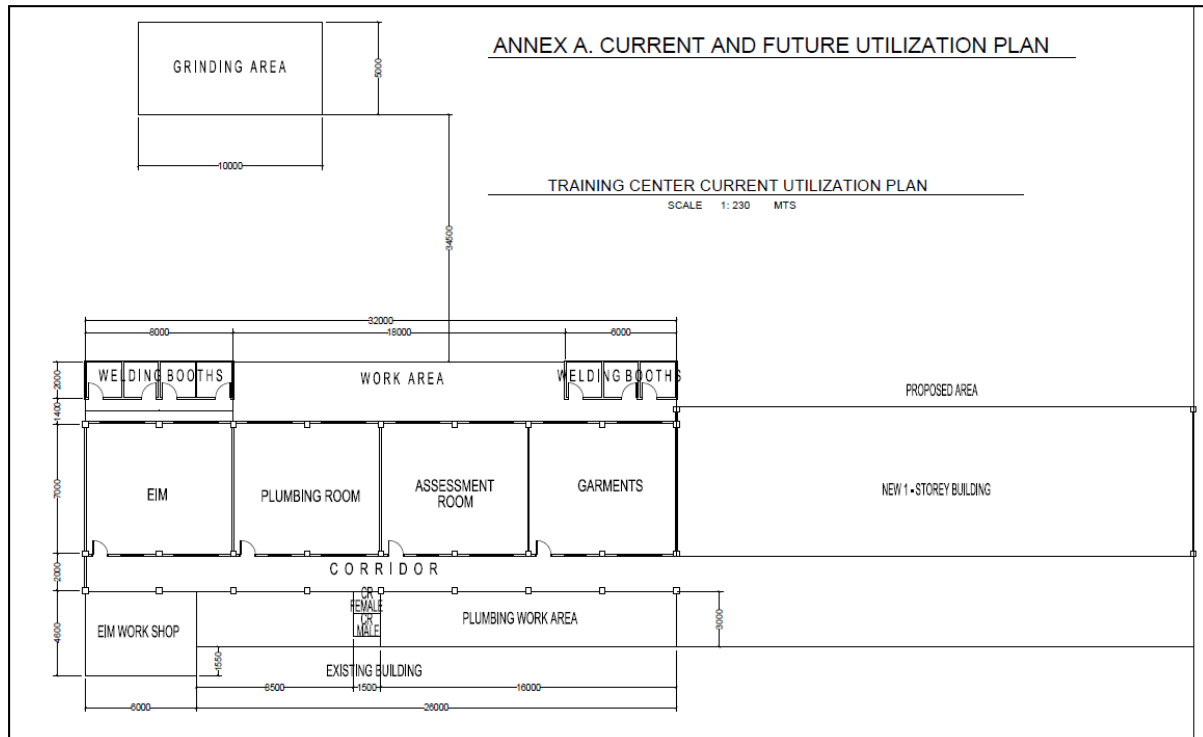


FUTURE UTILIZATION PLAN

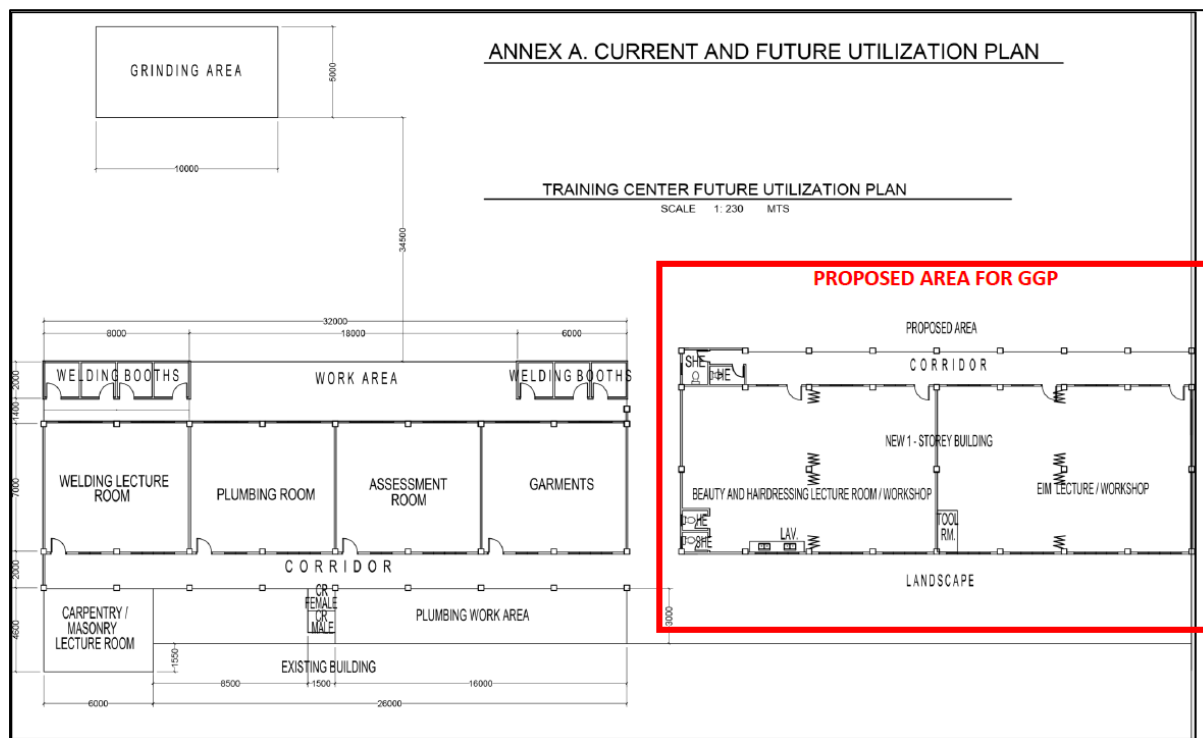


4. SOCIAL WELFARE

CURRENT UTILIZATION PLAN



FUTURE UTILIZATION PLAN



SUMPLE OF

Annex B: TRAINING PLAN

#	Activity Title	Dates Conducted	Duration	Venue	Course Objective(s) Identify the goal of the course	Course Output Immediate output of the course	Course Outcome Long-term goal of the course for the pax?	Target # of Participants	Actual # of Participants	Funding Source of the Training	Funding Source of Resource Person(s)
1		Year 1		Proposed GGP Training Center							
2		Year 1		Proposed GGP Training Center							
3		Year 1		Proposed GGP Training Center							
4		Year 1		Proposed GGP Training Center							
5		Year 2		Proposed GGP Training Center							
6		Year 2		Proposed GGP Training Center							
7		Year 2		Proposed GGP Training Center							
8		Year 2		Proposed GGP Training Center							
9		Year 2		Proposed GGP Training Center							
10		Year 2		Proposed GGP Training Center							
11		Year 2		Proposed GGP Training Center							
12		Year 3		Proposed GGP Training Center							
13		Year 3		Proposed GGP Training Center							
14		Year 3		Proposed GGP Training Center							
15		Year 3		Proposed GGP Training Center							