

**EMBASSY OF JAPAN
CAIRO
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**JAPANESE
GRANT ASSISTANCE FOR GRASSROOTS
HUMAN SECURITY
PROJECTS
(GAGP)
INFORMATION BROCHURE**

JAPAN
Official Development Assistance

Revised as of November, 2007

JAPANESE GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITYTY PROJECTS

INTRODUCTION

The Embassy of Japan in Egypt offers a financial assistance program for development projects designed to meet the socially diverse needs of this country. Known as "Grant Assistance for Grassroots Human Security Projects (GAGP)", this program supports projects proposed by various bodies such as non-governmental organizations (NGOs). The GAGP program has acquired an excellent reputation because it provides flexible and timely support to development projects at the grassroots level. Since the introduction of this program to Egypt in 1994, 116 projects have already been implemented with this type of assistance by Japan's fiscal year 2007.

ELIGIBLE RECIPIENTS

Any type of non-profit and non-governmental organizations, can be a GAGP recipient. The only requirement is that it should be a non-profit organization implementing development projects at the grassroots level in Egypt.

AVAILABLE FUNDS

GAGP funds are provided after an examination and evaluation of each application form. Therefore, submitting an application does not mean that the Embassy will certainly accept its project proposal.

The grant amount per project cannot exceed 10 million yen (approximately equivalent to US\$ 86,000).

PROJECT AREAS

As long as a development project is geared towards grassroots assistance, it can be eligible for financing under the GAGP program. However, particular attentions are given to projects engaged in such areas as primary health care, primary education, poverty relief, public welfare and environment.

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The following areas are considered as likely:

(1) Public Welfare

Facilities and equipment for disabled people, orphans, street children etc.

(2) Primary Education

Classrooms preparations; Desks, Chairs, and Bookshelves, etc.

(4) Primary Health Care

Basic medical equipment, etc.

(5) Women in Development(WID)

Vocational Training, Women's Education Center(Construction, Equipment, Basic Furniture)

N.B.:

The Embassy regards the following project proposals as **unacceptable:**

- Computer training
- Cultural and sport events or projects
- Business related projects
- Community halls
- Research projects
- Religious activities
- Playgrounds and parks

The following budgetary items **cannot** be financed in principle:

- Salaries and compensations
- Travel and conference allowances
- Running cost (fuel, rent, telephone/electricity costs, etc.)
- Consumer goods

Also **the Grant funds are not allowed to be used to pay any administrative fees occurred with receiving funds such as banking fees, registration fees, tax, transportation fees, insurance fees, maintenance fees and so on.**

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HOW TO APPLY

The GAGP application form and estimates from three different suppliers'/contractors must be submitted to the Embassy of Japan in Cairo. The suppliers'/contractors must be registered companies. (All information and other documents should be submitted in English or in Arabic with English translation.)

Applicants should select the lowest priced items'/contractors offering with the lowest budget according to the three different suppliers'/contractors' cost estimates, taking into consideration that products of countries other than Japan are acceptable.

The Embassy will examine and evaluate each project proposal by several measures including site-visits. The Embassy will contact Applicants for further information, questions and scheduling of an appointment for site-visits if necessary.

N.B.: Each application form will be carefully examined by GAGP committee. However, the process of screening take sometimes due to the number of application forms that we receive. The embassy will only contact potential applicants, and those applicants who do not hear from us for 3 months after a submission of the application, please be aware that your proposal is not selected.

NECESSARY DOCUMENTS TO BE ATTACHED TO THE APPLICATION:

- * Costing Breakdown (Form is available)
- * Maps indicating the Project site(s) and the office of the Organization
- * Design specifications of the Project
- * Written estimates of the equipment/construction obtained from three different suppliers/contractors and each English translation
- * A copy of audit account issued by independent accountant for the past two years
- * A copy of registration to Ministry of Insurance and Social Affairs (NGOs)
- * Photographs of the Project site(s)
- * Design drawing of the planed building if it is a Construction Project
- * Documents or booklets introducing the applicant (if any)

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How to fill in the Application Form

What is meant by the following expressions?

1. Applicant

- "**Name of Applicant**" is the name of applicant organization (not individuals).

- "**Address**" should be described clearly and precisely. If possible, please attach a map showing the exact location of the headquarters of the organization.

- "**Responsible Individual**" is the person who leads the activities of the applicant organization. For example, the president, the chairman, and managing director are regarded as Responsible Individuals.

- "**Financial or Technical assistance from**" should include other forms of foreign assistance received by the applicant organization, including other forms of Japanese assistance, if the organization received any.

- "**Main Activities**" should include the relationship with other donor countries/organizations, relationship with the government (including the need for consultation), achievement and experience as well as budgetary situation. In case the applicant is a NGO, please inform the registration number.

2. Project

- "**Project**" does not mean overall activities of the applicant organization, but the one concrete project, which is the subject of the proposal.

- "**Project Site**" should include the transportation to the site and a map of the site.

- "**Objectives of the Project**", "**Outline of the Project**" and "**Expected Effects of the Project**" are the most essential information in the application. Therefore, detailed explanation is required.

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- *"Total Amount of Funds Requested to GAGP"* should be calculated from the cost estimates from three different suppliers/contractors. Applicants should collect each item's cost estimates and select the lowest estimate. If Applicants collect estimates from less than three suppliers/contractors and/or the lowest estimate is not selected, the reasons for this should be stated, and approved by the Embassy.

- *"Estimated Cost for the Entire Project"* should include the Total Amount of Funds Requested from GAGP and if there are additional costs, they should be included by items and source of funds.

As of April 20, 2004

MAP for GAGP Grant Funds ~The way to apply for Grant Funds~

To Obtain a GAGP Official Application Form

◆ GAGP application forms are available at the entrance of the Embassy and the Embassy's web site, URL: www.eg.emb-japan.go.jp



Please fill all the blanks of the application form. ← *Don't miss any blank!!*

Please prepare all the necessary attachments. ← *Don't miss any paper!!*



To Apply to the GAGP

◆ The application and attachments are to be submitted at the entrance of the Embassy.

◆ Tell entrance security that your application goes to GAGP Staff in Economic Section.



Application Screening -The 1st Assessment

◆ The Embassy will decide whether the project deserves further studies.



Meeting, Site Visit and Feasibility Study -The 2nd Assessment

◆ More screening gets done at this stage.



The Assessment by Tokyo Head Quarters



Approval from Tokyo Head Quarters

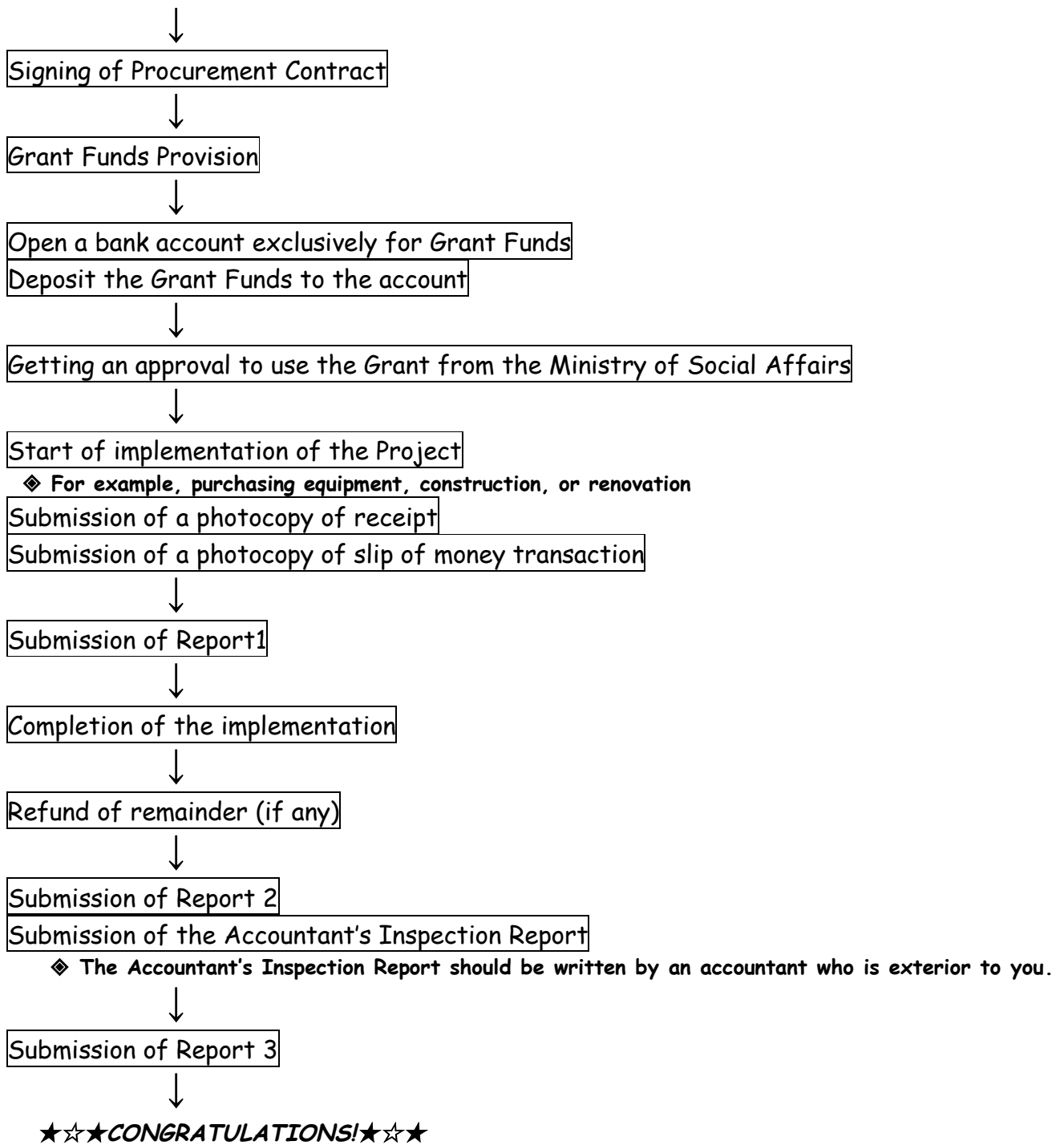


Submission of Declaration by your organization



Signing of Grant Contract





Examples of Provision Contents

	FIELD	FIGURE	PROVISION CONTENTS
1	Women in Development (WID)	Construction/ Renovation	Literacy School, Vocational Training Center, Center for Reproductive Health
		Equipment Provision	Blackboards, Desks, Chairs, Bookshelves, Sewing Machines, Knitting Machines, Bakery Equipment
2	Primary Education	Construction/ Renovation	Primary School
		Equipment Provision	Blackboards, Desks, Chairs, Bookshelves, Special Educational Equipment for Mentally/Physically Challenged Children
3	Vocational Training	Construction/ Renovation	Vocational Training Center/School
		Equipment Provision	Equipment for Wooden work, Electric work, Plumbing, Welding, Carpentry, Sewing Machine Knitting Equipment
4	Primary Health Care	Construction/ Renovation	Polyclinic, Clinic, Hospital, Rehabilitation Center
		Equipment Provision	Primary Medical Equipment, Medical Examination Equipment
5	Welfare	Construction/ Renovation	Orphanage, Special School for Mentally/Physically Challenged Children Center for Mentally/Physically Challenged People, Facility for Street Children
		Equipment Provision	Household Furniture, Electric Appliances, Houseware, Kitchenware, Rehabilitation Equipment
6	Human Rights	Construction/ Renovation	Shelter for Refugees
		Equipment Provision	Household Furniture, Electric Appliances, Houseware, Kitchenware
7	Environment	Construction/ Renovation	Recycling Center
		Equipment Provision	Garbage Collecting Trucks, Compost Equipment, Recycling Equipment

Successful examples of GAGP Projects

The Projects which can be evaluated as "significant GAGP Projects" are, for example, :

Field No. 1. Women in Development (WID)

© **Name of Project:** The Project for Construction of Women's Educational Center

Situation: The Association had been working on a capacity building for CDA (Community Development Association) in a small village in order to have them run various programs for women including literacy classes and vocational training courses. The CDA became able to run the programs and the tutors were all ready to teach. However, the place to implement their activity was too small and old so that the Association and CDA decided to rebuild a new building on the land that CDA owned.

Implementation: The old building was torn down by their own budget and a two stories building with 7 class rooms were built funded by GAGP.

Grant Items: The total cost of construction

Grant Amount (approximately): US\$20,000 - 30,000

Outcome: Five times more women are able to join the programs than before in a pleasant and safer environment. In addition, a library room was added where women can read books free of charge.

Beneficiary: 600 women per year

Field No. 2. Primary Education

© **Name of Project:** The Project for Renovation for Primary School in Giza

Situation: The Association was running a primary school to provide a decent primary education with inexpensive schooling fees for over twenty years. The school building was damaged by the earthquake and instructed to close the school by the Government because of the damage. The Association raised funds and renovated the building in minimum repair to be able to restart schooling. However, more renovation was required in order to provide a safe and appropriate educational circumstance.

Improvement: The total cost of the renovation and new equipment was financed by GAGP funds and renovation was completed and desks and chairs were provided to replace the shortage.

Grant Items: Renovation of the school building, desks and chairs.

Grant Amount (approximately): US\$35,000 - 45,000

Outcome: The school is able to provide a safe, clean, functioning educational circumstance to the students and the student's learning level was improved.

Beneficiary: 200 per year

Field No. 3. Vocational Training

© **Name of Project:** The Project for Provision of Vocational Training Equipment

Situation: The Association was implementing various development programs targeting Upper Egypt for 60 years. They built a comprehensive training center in a village but ran out the budget before completion. Furnishing and equipping the center remained.

Implementation: The Association raised the funds to furnish and completed furnishing, and GAGP provides funds to equip the Vocational Training Center.

Grant Items: Vocational training equipment for electric, welding, wooden and plumbing workshops

Grant Amount (approximately): US\$40,000 - 50,000

Outcome: The four workshops started immediately after the equipment procurement.

Beneficiary: 240 per year

Field No. 4. Primary Health

© **Name of Project:** The Project for Provision of Ophthalmologic Equipment

Situation: The Association has been executing medical caravans to provide ophthalmologic medical services at the lowest cost in rural areas. However, they had a difficulty to examine and treat patients accurately because of lack of proper equipment and apparatuses.

Implementation: The cost was funded by GAGP to procure the apparatuses.

Grant Items: Ophthalmologic apparatuses

Grant Amount (approximately): US\$50,000 - 60,000

Outcome: More patients are able to be provided eye examination services and treated better.

Beneficiary: 5,000 unprivileged patients per year

Field No. 5. Welfare

© **Name of Project:** The Project for Improvement of Facilities for Mentally Challenged Youth

Situation: The Association owned a center for mentally challenged youth in their own building where they provided services to help the youth being independent. The Association had difficulty to renovate its 80-year-old building because of inefficiency of budget.

Implementation: The Association completed the renovation by the Grant Funds.

Grant Items: Renovation and Vocational Training Equipment

Grant Amount (approximately): US\$25,000 - 35,000

Outcome: The youth can learn effectively in a safe and pleasant environment. More programs can be run by using newly procured training equipment.

Beneficiary: 50 mentally challenged youth per year

Field No. 6. Human Rights

© **Name of Project:** The Project for Provision of Equipment for Refugees' Shelter

Situation: The major activity of the Association is assisting refugees and they had implemented social and economical support programs. They started a new activity to help refugees and built a lodging facility to provide safe living circumstances and legal assistances. However, they ran out the budget and could not furnish the facility.

Implementation: GAGP provided funds and furnishing was completed.

Grant Items: Electric appliances and furniture

Grant Amount (approximately): US\$30,000 - 40,000

Outcome: The refugees supported by the Association moved into the lodge immediately in a safe and decent living space and the Association is able to carry out their supporting roles and programs.

Beneficiary: 80 refugees per year

Field No. 7. Environment

© **Name of Project:** The Project for Improvement of Recycling Center

Situation: The Association was working on a waste recovery by collecting garbage and recycling them. They formulated a project to expand their activity by building a Recycling Center on their own land where better-quality products can be produced in larger number efficiently with lower cost.

Implementation: GAGP provided the budget. The Recycling Center was constructed and new equipment for recycling was procured.

Grant Items: Construction of Recycling Center, Grinder, Bending Machine

Grant Amount (approximately): US\$70,000 - 80,000

Outcome: The recycling of plastic articles was improved by producing larger number in a better quality. The measure of recycling became modernized and efficient.

Beneficiary: Directly 3,500 in the first year

Unfortunately some ended up having a trouble...

✘ **Remained funds were used without any notice and approval.**

-After completion of the payment for all the items agreed in the Grant Contract, there were some remained GAGP funds in this organization's account. This organization spent all the remainder for not agreed items without notifying GAGP staff, and is now saving money every month to return the exact amount of remained funds that they had spent.

✘ **Mini-bus provided as a Grant item was misused.**

-This organization procured a mini-bus as a Grant item for a purpose of providing a transportation measure to mentally challenged children who commute a school that they own. However at a later time, it was proved that the mini-bus was being used for commercial purpose in addition to commuting the children.

✘ **Grant items were supplied from a personally related supplier with one of the Organization's members.**

-This organization made a phony procurement contract to supply school equipment with one of the relatives of the organization's board member.

What's the Key Point to Become GAGP Recipients?

The followings are the noteworthy keystones in order to become GAGP recipients.

Proposal:

- ◆ All the blanks of the application form are filled in and all the necessary documents are attached.
- ◆ The goal of the Project is clear and the necessity and the importance of the Project are well explained.
- ◆ Accurate examination of minimum needs of necessary items to implement the Project and appropriate cost estimation are well described.
- ◆ The total cost of the Project does not exceed the organization's annual budget.

Project:

- ◆ Project plan is realistic and expected to be run for the long term.
- ◆ Project goal is aiming to provide fundamental life elements in such fields of primary education, basic living environment, primary health care and human rights.
- ◆ Project is ready to start immediately after the completion of the procurement or the construction/renovation done by the Grant Funds.
- ◆ Estimated beneficiary is large in number and financially unsuccessful or disadvantaged.
- ◆ There is no other similar Project in the targeted area, or there is but not enough.

Organizations:

- ◆ To have a successful history and experience for development activities longer than 2 years.
- ◆ Organization's account is transparent and is able to provide an audit account issued by independent accountants.
- ◆ To own certain level of financial funds and income at least enough to pay administrative fees occurred by receiving Grant Funds such as banking fees, transportation fees, running cost and maintenance fees, and another unexpected cost such as difference due to increase in price.
- ◆ To have certain level of administrative expertise in order to implement administrative procedures of GAGP.
- ◆ To respect the rules of GAGP and to be ready to comply with the rules in a proper attitude.

GAGP Frequently Asked Questions

Before the Grant Contract:

- ◆ What is the maximum amount of funds allowed to be provided per Project?
 - In principle, the Grant Funds is allowed within 10,000,000 YEN per Project and it is not allowed to exceed the organization's total income of the previous year.
 - However, GAGP is targeting Projects which are requiring funds for minimum significant needs for development. Therefore, the Projects requiring maximum amount without proving its significant needs are not selected as GAGP recipients.

- ◆ Can all the items and amount applied for get approval?
 - No, not always.
 - After the first assessment of application screening, selected organizations will be contacted for our second assessment namely Feasibility Study. We potentially request you to re-examine the items as minimum needs based upon the result of our Feasibility Study.

- ◆ What's the resource of the Grant Funds?
 - The resource of the Grant Funds is a tax paid by the ordinary people of Japan.
 - GAGP is obligated to make it clear that the funds are used appropriately in order to inform the people of Japan. Therefore, it has many regulations and rules for the recipients to comply with.

- ◆ Can we meet GAGP staff to explain our Project proposal during the 1st screening?
 - No.
 - We do give a proper assessment on each application so that your proposal documents, including the application form and the attachments, have to be precisely prepared to provide enough information to show the importance of your Project.

- ◆ How long does it take to receive the Grant Funds and how long do we have to wait?
 1. The application screening takes usually 2 to 3 months after your submission.
 2. If your proposal passed the application screening, we will implement a Feasibility Study.
 3. If it results in approval, the documents will be sent to the Head Quarters in Tokyo for their assessment.
 4. If it results in approval, we move to procedures for funds provision.
 - * In order to carry out the procedure, you must complete necessary works if required at any stage.
 - * The process from No. 3 to the funds provision usually takes another 2 to 3 months at the earliest.
 - * We can not affirm the provision date unless the applied Projects passed all the assessments that GAGP gives.

- ◆ Do you notify us if we can receive Grant Funds or not?
 - We will contact you only if your proposal passed the application screening.
 - If you do not hear from us for 3 months after the submission of the application, please be informed that your proposal was not selected.

- ◆ When do we have to submit the application?
 - We accept applications all year around.
 - Please bring your application documents to the Embassy's entrance or send them by post to the following address:
 - Att: GAGP staff, Economic Section
 - The Embassy of Japan
 - 81 Corniche El Nil St., Maadi, CAIRO
 - *Note: We do not accept applications by fax or by email.*

- ◆ What kind of Projects and which fields are suitable for GAGP?
 - GAGP prefers Projects in the following seven fields: Women in Development (WID), Primary Education, Vocational Training, Primary Health Care, Welfare, Human Rights and Environment.
 - If the Project already started or if enough running cost of the Project plans to be financed by the organization, the possibility to become a GAGP recipient would be higher.

- ◆ What items can be provided by GAGP?
 - Please refer to the chart of the Grant item examples in the "Examples of Provision Contents".

- ◆ Do you accept application in Arabic?
 - No, not at this moment unfortunately.

- ◆ Why do we have to provide cost estimation from three different suppliers on each item?
 - Because it has to be proven if the applied cost is reasonable and appropriate.

- ◆ I would like the Grant Funds for computers...
 - GAGP is targeting Projects which require fundamental needs for development, and we do not consider computers as fundamental needs today in principal.

- ◆ I would like Grant Funds for buses...
 - GAGP tends not to provide funds for any vehicle except a special-purpose vehicle (i.e. garbage cart, truck for sewage removal).

- ◆ I would like Grant Funds for the staff salary, operating cost and maintenance fees...
 - Salary, operating cost, maintenance fees, banking fees can not be the Grant items by GAGP's regulation.