

Procedures and Rules Followed Before and After Project Approval within the Framework of the Grant Assistance for Grassroots Human Security Projects (GGP)

Steps and Conditions to apply for GGP Funding

- The grant application is obtained electronically by the concerned institutions.
- The application must be submitted in English and sent electronically to the address on the official page with all the required attachments (see below).
- Applications must be made in accordance with GGP support criteria.

Due to the large number of applications' submissions for the GGP program (more than 100 applications / year) as well as the lack of movement of the staff responsible for the program, rules and procedures have been established to study the project proposals.

Steps and Rules before Grant Approval

- A preliminary study is conducted to assess the needs for the projects proposed in the applications submitted by our responsible staff.
- Incomplete applications will be excluded from the initial study process.
- Field visits will be identified and conducted for the projects initially selected.
- Project visit by project staff does not imply approval of the project.
- No visit will be made to any organization without obtaining the complete project proposal.
- The application will be considered void in case of not communicating with the institution within one year of submission.
- The e-mail system of the office does not receive emails larger than 10 MB. It is possible to send several e-mails with different attachments depending on their size.
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These procedures and rules have been established to control the funding process and clarify the procedures used to complete it. All "Japanese Grantees" (hereinafter referred to as beneficiaries) of the Japanese Official Assistance Program for Eligibility Grants and Human Security Projects (GGP) must adhere to and comply with all provisions of this document.

Steps before Signing the Grant Contract

- Present the project plan to the Japanese Representative.
- Read the scholarship contract in detail (please contact us if you have any questions).
- Prepare original copies of pledge letters (eg commitment to your financial contribution to the project, management plan, etc.) and hand them over to the Japanese representative upon signing the grant contract.

Steps to Take after Signing the Grant Contract:

- Open a special bank account or a US\$ sub-dollar currency of the project and renamed the "Japanese grant account" with a balance of zero.
- Obtain an official letter from the bank regarding bank account information in English as follows:
 - Name and Bank Number
 - Name and Branch Number
 - Name of Employee in Charge of Account
 - Bank Address (Branch)
 - Telephone / Fax
 - SWIFT CODE
 - IBAN
 - Account Holder Name "Beneficiary"
 - Account Number
 - Account currency
- Prepare the contract / work agreement with the contractor selected by the Representative in English.
- Deposit the amount of your contribution in the project in the dollar currency in the new grant account and send the bank statement to show the amount deposited.
- Fill out the Claim Payment form in full amount of the grant (not the total project amount if the project amount exceeds the Japanese grant amount) (Form A).

Steps after Receiving the Grant Check

- Fill in the "Receipt Form" form of the grant amount and write the receipt date on the receipt form (Form B) and hand it over to the Japanese Representative.
- Follow up with the Bank to avoid any obstacles to save time and consult the Japanese Representative when needed.
- When collecting the grant amount, please send the bank statement to the Japanese representative (in case of a transfer commission deducted by the receiving bank for the grant amount, the beneficiary must deposit a cash amount equal to the amount deducted and send a full statement of the grant amount undiminished)

Steps Taken after Collection of Grant Amount during Implementation of Project

The project must be executed according to the approved Project Plan. Please follow these steps and commit to implementing the project without hindrance or delay.

- Prior approval must be obtained from the representative when withdrawing any amount from the project's bank account. The beneficiary must submit the following documents in advance:
 - An official letter from the grant recipient to the representative requesting approval to withdraw the amount with the item (s) to be covered as stated in both the approved project budget and the contract signed between the representative and the beneficiary.
 - A zero invoice from the contractor, supplier or service provider indicating the amount requested in US dollars and specifying the work performed or the material purchased.
 - A report on the status of the project for the previous period to be covered financially, prepared by the supervising engineer / project coordinator.
 - A copy of the previous check that was paid to the contractor / supplier / service provider with receipt of the amount (not applicable for the first payment).
- The Japanese Representative will review all documents and send written consent to the beneficiary to withdraw the requested amount.
- The responsible person should continuously conduct field visits to the project site and document them in order to complete the project end report.
- The GGP Field Coordinator will conduct follow-up visits to the project in advance coordination.

Steps after Project Completion

- Work of a memorial plate / stone so that this project is "Funded by the Japanese government" (Form C).
- Hiring an accredited external auditor (which may be contracted in the early stages of the project) and sending the auditor's report to the Representative. (Model D) outlines the project audit.
- Submission of the project end report prepared by the beneficiary (Form E) Completion Report
- Coordinate the opening ceremony of the project with the Japanese Representative with media coverage.

(End)