

APPLICATION FORM
FOR
JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY
PROJECTS (THE GGP/KUSANONE)

1. General information on the applicant	
(1) Date of application	January 1, 2020
(2) Name of the applicant organization	
Joint Service Council for Solid Waste Management - North and North West of Jerusalem	
(3) Address	
Beit Anan service center building, Main street, Beit Anan, Northwest Jerusalem	
(4) Contact person	
Name: XXXX Position: Executive Director Phone number: 000112 E-mail address: XXX.com	
(5) Responsible individual authorized to sign the Grant Contract	
Name: XXXX Position: JSC Deputy Phone number: 0123456 E-mail address: XXX.com	
(6) Status of the applicant	
(a) National and Local NGO (b) International NGO (c) Local government, (d) Medical institute (e) Educational institute (f) Government-related institution, (g) International organization (h) other) <i>Please select the status of your organization and attach a copy of document certifying the registration or incorporation in your country.</i>	
(7) Year of Establishment	2014
(8) Personnel	

Board members most recent nomination and election was on Thursday 29/06/2017, the board consists of 7 members as the following:

- Mr. Salem Mohammed Abo Aid (Mayor of Biddu Municipality);
- Mr. Mohammed Ragheb Rabea (Mayor of Beit Anan Municipality);
- Mr. Yousif Al-Faqeeh (Mayor of Qatanna Municipality);
- Mr. Ghassan Allan (Chairman of Al-Jeib Local Council);
- Mr. Nidal Abo Hamdah (Chairman of Beit Hanina Local Council);
- Mr. Nizar Qassem (Chairman of Al-Jdeerah Local Council);
- Dr. Saa'dah Al-Khateeb (Chairman of Beit Iksa Local Council);

As for JSC staff, please find enclosed file named (JSC employee)

(9) Main activities

N&NW of Jerusalem JSC is cooperatively in-charged of Solid Waste Management (SWM) in North and North West of Jerusalem governorate, this region includes 16 Local Government Units (LGUs) in which they collaborate to achieve the following principles:

1. To conserve the environment and public health in N+NW of Jerusalem from any solid waste pollutant.
2. To promote 3Rs principles (reduce, recycle and reuse) by raising public awareness with respect to policies dealing with waste isolation and disposal.
3. To endorse policies and regulation on regular basis to achieve a sustainable and high efficient SWM services in collaboration with donors, local communities, government authorities.
4. To ensure furthermore collaboration and effective management of solid waste service through joint work
5. To Reduce SWM operating expenses by implementing effective management of Human and financial resources.
6. Ensure a gradual decrease in the number of random dump sites in the area.

* Please refer to attached Brochure named (JSC brochure).

(10) Financial situation

Annual Budget Size: 2,638,081 Nis (for 2019)

Main Sources of Annual Revenues:

The main sources of revenues and funds comprise of the following:

1. Establishment fees: which is imposed on regular annual basis on participated Local Government Units (LGUs), whereby, the fees correspond respectively to the total population of joined LGU.
2. Government Financial support (Road Transportation fees): This entails the fees received from Ministry of Finance through Ministry of Local Government (MoLG) on annual basis.
3. Participation fees: This includes the fees collected from participated Local Government Units (LGUs) for SWM services provided by JSC – N&NW of Jerusalem.
4. Outsource Foreign Fund: which represent the funds received from Japan International Cooperation Agency (JICA) for JSC's Waste collection vehicle maintenance and repair.
5. Landfill fees: paid by LGUS transporting their waste to the landfill.

Main Items of Annual Expenditures:

1. Salaries and wages
2. Landfill operation fees (Equipment's, management staff)
3. Bank commission fees
4. Vehicle Maintenance
5. Fuel, Oil, and lubricant of vehicles
6. Insurance and Vehicle Licensing fees
7. Office rental, Postal, Electricity bills
8. Transportation
9. Advertisement, Publishing/Media

Accumulated Debts:

There has been no financial debt occurred since the establishment of JSC.

**Please find enclosed attachment of 2017/18 revenues and expenditure.*

(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.

Year	Name of Donor	Grant Amount	Contacts
Starting Date (Feb/2017) Completion Date (Sep/2017)	Japan International Cooperation Agency (JICA)	102,820.00 NIS	

2. PROJECT

(1) Title of the Project

The Project for providing Waste Collection Equipment for Joint Service Council for Solid Waste Management - North and North West of Jerusalem

(2) Project Site

North and Northwest of Jerusalem.

* Please refer to attached Map (JSC brochure).

(3) Background of the Project

North and Northwest Jerusalem JSC has been established under the supervision of Japan International Cooperation Agency (JICA) in collaboration with Directorate of Joint Service Council - Ministry of Local Government (MoLG) in which it aims to address and manage the entire process of Solid Waste Management (SWM) comprising of (Waste collection, transportation, treatment and disposal of solid waste) in north and northwest of Jerusalem governorate consisting of 16 Local Government Units (LGUs).

N&NW of Jerusalem Area is located 12 kilometers to the western direction of Jerusalem city and about 15 Km from Ramallah city. Moreover, the geographical interconnection of North West of Jerusalem villages make them one big city in Jerusalem governorate in which the JSC is in charge of waste collection and disposal of MSW from these 16 Local Government Units (LGUS) summing up a total population of 49459 (Courtesy of Palestinian Central Bureau of Statistics) (<http://www.pcbs.gov.ps/>).

As for the project suggested objective, it intends to address the problem of the scarcity of waste disposal containers in communities in the service area. Nevertheless, the status quo of waste disposal container is problematic as most of the present waste containers are depreciated; in addition to that, there are residential areas and complexes that don't have waste containers. Whereby, people living in these households intend to either burn their waste openly or illegally dump their waste in agricultural crops causing significant effects on the well-being of neighboring residents and environments alike.

These yielded suffering results are predicted to increase as 20% of the service area is not being covered in term of waste collection by the JSC. Also, there is always a potential of opening multiple random dumpsites and waste burning all around the residential facilities and agricultural crops in North and North West of Jerusalem Governorate since people in these areas don't have alternatives of disposing their waste in a proper collection point where waste containers are placed.

(4) Objectives of the Project

The proposal is considered one of the utmost priorities for JSC Board of Directors and for the managerial staff alike. This is due to its crucial need and sensitive influence on environment, health and well-being of people living in North and Northwest of Jerusalem communities. The project entails providing the 16 LGUS located in N&NW of Jerusalem JSCs' service area with waste containers as the JSC has been facing many challenges and obstacles in covering and collecting Municipal Solid Waste (MSW) from residential households that doesn't have waste collection containers.

The project is planned to be conducted to fulfill the needs of waste containers of all communities located in N&NW of Jerusalem jurisdiction area. In which the distribution of waste disposal containers will be in accordance to the calculated needs surveyed and predetermined by the JSC. As for the local government units (LGUS) comprising of 49,459 people benefitting from 540 disposal containers is elaborated hereafter.

(5) Expected outcome of the Project

The beneficiaries, population, location, and outcome of the project are as follow:

NO:	Name of / اسم الهيئة المحلية المنضمة للمجلس Participating LGU's	Population تعداد 2019	No of needed Containers
1	Rafat Local Council / مجلس قروي رافات	2941	32
2	Qalandia Local Council / مجلس قروي قلنديا البلد	572	7
3	Beit Hanina Municipality / بلدية بيت حنينا	1107	12
4	Al-Jdeerah Local Council / مجلس قروي الجديرة	2634	29
5	Beir Nabala Local Council / بلدية بيرنبالا	6004	66
6	Biddu Municipality / بلدية بدو	8231	90
7	Beit Iksha Local Council / مجلس قروي بيت اكسا	1773	19
8	Al-Nabi Sumoa'el Local Council / مجلس قروي النبي صموئيل	234	3
9	Al-jeib Local Council / مجلس قروي الجيب	3862	42
10	Alqubaiba Local Council / مجلس قروي القبيبة	3876	42
11	Qatannah Municipality / بلدية قطننة	6981	76
12	Om Al-lahem Local Council / مجلس قروي ام اللحم	401	4
13	Beit Anan Municipality / بلدية بيت عنان	4210	46
14	Beit Suriek Municipality / بلدية بيت سوريك	4025	44
15	Beit Duqqu Local Council / مجلس قروي بيت دقو	1754	19
16	Beit Ijza Local Council / مجلس قروي بيت اجزا	854	9
Total population for Participating LGUS in JSC		49459	540

Courtesy of Palestinian Central Bureau of Statistics (<http://www.pcbs.gov.ps/>)

(6) Estimated Cost of the Project 【The GGP/KUSANONE Budget】				
Item	Unit Price	Quantity	Total Price	Note
Metal waste containers of 1100 Liters capacity	\$ 167	540	\$ 90,180	
Total	\$ 167	540	\$ 90,180	
【Recipient Organization's Budget】				
Item	Unit Price	Quantity	Total Price	Note
Memorial Plate	\$ 300	1	\$ 300	
External Audit	\$ 800	1	\$ 800	
Total			\$ 1,200	
(7) Implementation, Operation and Maintenance Plan North and North West of Jerusalem Joint Service council staff are responsible for the daily operation of waste collection, transferal, and disposal of waste in the service area serving about 50000 residents. There is a cooperation protocol in place were established to facilitate the relation between all stakeholders in achieving an effective SW management for the whole process of waste collection, treatment and its disposal facilities. However, the granted disposal containers will be placed in predetermined collection points in the most needed communities and neighborhood in villages in N&NW of Jerusalem as previously stated in the table above. Furthermore, in terms of the maintenance of these containers. There is a joint coordination between the JSC and the 16 participating LGUS in conducting maintenance of a quantitative sum of the depreciated containers on annual basis, whereby, an item of the annual budget of the JSC is agreed upon to be allocated for the regular maintenance of the disposal containers. More specifically, 30000 NIS in 2019 has been allocated for contracting with private repair companies to maintain waste containers in proper state without imposing any effect on the public or collection personnel alike. In addition to 120,000 NIS has been allocated in 2019 to purchase new disposal containers covering the needed of the most urgent areas in the service area.				
(8) Duration of the project				
From MM/YY to MM/YY (3 months) The implementation period is estimated (3 months) after signing the grant contract.				
General Instructions 1 Responsibilities of the recipient organization It is the responsibility of the recipient organization to use the grant				

properly and exclusively for 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.

2 Eligible items

(1) The GGP/KUSANONE mainly supports tangible items such as the construction of primary schools, clinics and boreholes as well as the provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign and reinforcement of community association contingent on tangible items may also be eligible for support.

(2) The GGP/KUSANONE does NOT cover the following items:

- A Office expenses (office rental fee, salary for employees etc.)
- B Contingency Funds
- C Expenses incurred on individual or corporate profit-making activities
- D 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.)
- E Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes
- F Research expenses that do not have clear direct benefits for the population

(3) In general, the following items are not eligible for the GGP/KUSANONE and should be shouldered by the recipient organization. However, the following items may be supported by the GGP/KUSANONE, if it is found to be truly necessary, e.g., cases where it is indispensable to the achievement of the project goals, or where there is an urgent or humanitarian need, and only where maintenance and management structure is established the recipient organization.

- A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)
- B Maintenance and management costs for the provided goods
- C Vaccines
- D Consumables, small fixtures
- E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)
- D General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
- E Electronic equipment such as personal computers, etc.
- F Banking fees (remittance charge from the Embassy of Japan to the bank account)

of the recipient, opening and closing fee of a dedicated bank account for the GGP/KUSANOE, account maintenance commission, foreign-exchange fee, etc.)

G Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments

H Import-related taxes (customs duty, internal tax, value-added tax etc.)

***Notes on taxes**

- In principle, the import-related taxes for the items covered by the GGP/KUSANOE should be exempted or reimbursed. It is the responsibility of the recipient organization to take necessary duty-free measures.
- Even in cases where your country does not agree to the exemption of import-related taxes, in principle, the recipient should bear the burden of these taxes.
- On the other hand, in cases where your country does not agree to the exemption or reimbursement of import-related taxes, and in cases where there is a need to provide assistance considering the financial situation of the recipient organization, the grant may cover the cost of these taxes.
- As for other taxes not related to import, in cases where there is a true necessity, taking into account the financial situation of the applicant, the grant may cover the cost of these taxes. *Please consult the Embassy of Japan for more details.*

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, separate from other bank accounts used for the operating expenses or other projects of the organization, for the disbursement of the fund. It is preferable to adopt the special banking contract schemes, where a written consent of the Embassy of Japan 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, it is the responsibility of the recipient organization to make necessary arrangements with an appropriate bank in the country where the project is implemented.

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 an organization or individual with official audit qualification in the country where the project is being implemented.

- (2) The necessary fees for performing the external audit may be eligible for support by the GGP/KUSANONE. In principle, like other items, a comparison of estimates from three 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 submit a copy of this report to the Embassy of Japan. This report should contain the following elements:
- A Verification of financial records (income, direct expenditure, operational expenditure related to the project, etc.)
 - B Verification of facts (procurement and delivery of equipment, use of equipment, etc.)
 - C Inspections of the project site (attach photographs to the report)
- (4) In some exceptional cases, where there are no qualified organizations or individuals in the country, where there is little need or where it is extremely difficult to perform, the external audit may be exempted but some alternative measures should be taken. *Please consult the Embassy of Japan for more details.*

5 In case of Unforeseen Circumstances

After the approval and the signature of the Grant Contract, in principle, it is the recipient's responsibility to properly complete the project even when unexpected circumstances such as an unexpected shortfall happen. However, if such an unexpected shortfall is due to unavoidable exogenous factors such as a natural disaster, a sudden rise in material prices or fluctuation in exchange rates, the recipient may request to the Embassy of Japan a support for follow-up expenses in order to complete the project. *Please consult the Embassy of Japan for more details.*

6 Reporting

It is the role of the recipient organization to compile and submit to the Embassy of Japan an interim report if applicable and a project completion report using the formats in annex.

7 Visibility

In order to ensure the visibility of Japan's grant assistance, the recipient organization shall endeavor to cooperate with the Embassy of Japan in carrying out some PR activities such as organizing a handover ceremony, in putting stickers and attaching a plate or a sign displaying the flag of Japan onto the provided supplies and buildings.

8 Attachments to this Application form

- ☐ Map
- ☐ (For construction of facilities) Schematic design and/or dimensioned drawing
- ☐ Financial report for the past two fiscal years
- ☐ Estimates/quotations for each good and/or service from three suppliers
- ☐ (For construction of facilities) A copy of land title or lease contract
- ☐ (As necessary) Permission of practice from the relevant governmental institution
- ☐ (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment
- ☐ (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.
- ☐ (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 (or pledge of) necessary parking space and auto insurance
- ☐ (To the extent possible) Booklet of your organization

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.

January 1, 2020

(Month) (Day), (Year)

(Name of Person in Charge)

(Title)

(Name of Organization)

(Signature)

Financial report for the past two years		
Applicant Organization:		
		(Currency:)
Item	20XX	20XX
Income		
Total (A)		
Expenditure		
Total (B)		
Balance (A)–(B)		
【Example】		(Currency: USD)
Item	2017	2018
Income		
Grant from Donors <i>(Please specify their names)</i>	40,000	50,000
Budget allocation from the Ministry of Health	12,000	11,000
Medical treatment fees	9,000	9,500
Prescription charges	1,000	1,200
Total (A)	62,000	71,700
Expenditure		
Labor	45,000	42,000
Purchase of Medicine	1,200	1,200
Meals for Patients	5,000	6,000
Cleaning	500	550
Electricity	1,300	1,450
Water	1,250	1,580
Fuel	3,500	3,280
Total (B)	57,750	56,060
Balance (A)–(B)	4,250	15,640