

**Application Manual**  
**For**  
**Grant Assistance for Grass-Roots Human**  
**Security Projects (GGHSP)**  
**Embassy of Japan in Bangladesh**  
This document was revised in December 2024

**1. Introduction**

The Grant Assistance for Grass-Roots Human Security Projects (GGHSP) began its operation in Bangladesh in 1989. GGHSP is a framework that essentially supports local NGOs and local public organizations that are working in eligible countries and regions, rather than the governments of those countries, in order to respond to various development needs in a prompt and precise manner, but on a comparatively small scale.

**2. Eligibility Criteria**

To be eligible for the grant, the applicant needs to meet all of the following criteria:

(1) The applicant should be one of the following organizations:

- a. International, National or Local NGO
- b. Local Government
- c. Medical Institution
- d. Educational Institution

(2) Organization:

- a. Registered under NGO Affairs Bureau (for NGO/INGO)
- b. Registered under Directorate General of Health Services (DGHS) (for medical institutes)
- c. Acknowledged officially by Ministry/Department of Education (for schools)
- d. Approved by Bangladesh Technical Education Board (BTEB) (for vocational training centres)
- e. Trustee organizations which are exempt from aforementioned registration due to special permission from the government.

(3) Not black-listed or court-listed by the government. The applicant cannot have any pending legal issue.

**Note:** 2 years of direct/related experience in the proposed field of activity is recommend.

**3. Priority Areas of the GGHSP**

(1) The Basic Human Needs and Human Security is the priority areas of GGHSP, such as follows;

- a. Basic Health Care
- b. Primary Education
- c. Poverty Alleviation
- d. Water and Sanitation
- e. Women's Empowerment
- f. Child Welfare
- g. Support for Persons with Disabilities
- h. Agriculture
- i. Disaster Risk Reduction

(2) The following areas CANNOT be supported by the GGHSP:

- a. Projects for assisting research at advanced academic institutions and projects for improving the capacities of the recipient organization itself
- b. Projects limited to commercial activities and creation of employment of particular individuals and organizations, and where the direct benefits for grass-roots activities are uncertain
- c. Projects not closely related to economic and social development (such as culture, arts, and sports related projects)

**4. Funding and Project Implementation Period**

(1) The maximum amount per project is 20 million Japanese Yen in principle. However, more than 20 million yen of the maximum amount may be considered under certain conditions, such as when the project seeks to strengthen the continuity of the project by combining soft components, or when sufficient beneficial effects cannot be obtained with less than 20 million yen.

(2) The GGHSP is one-time disbursement by the end of March (the Japanese fiscal year is April – March) when its Grant Contract is signed. The contract shows the equivalent amount in US dollars and the grant is disbursed in Bangladeshi Taka.

(3) The exchange rate from Japanese Yen to US Dollars will be decided every year according to the official rate fixed by the Government of Japan. The exchange rate between the local currency (BDT) used in the estimate and the remittance currency (USD) shall be calculated using the prevailing rate within the last three months prior to the financial execution consultation in Japan.

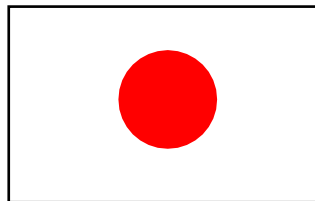
(4) The period of the project shall be within one year from the date of signing of the grant contract agreement.

**Note:** The recipient is obligated to **refund full amount of grant** in case the grant is utilized for any purpose other than the approved one, or if the recipient suspends/terminates the execution of the project without consulting with the Embassy of Japan (EoJ).

## 5. Advertisement

(1) Japanese national flag plates (building) / stickers (equipment) with the words “From the People of Japan” are required to be affixed to indicate items (e.g. building, equipment, etc.) funded by the GGHSP. EoJ can provide the stickers. The logo is shown below.

(2) The recipient organization is encouraged to actively promote the publicity of the project supported by Japan



From  
the People of Japan

**6. Procedure of GGHSP****Step 1: Submission of Application Form**

When preparing the project proposal, please make sure that the project needs, relevance, impact, organizational capacity, feasibility, and sustainability are described in a convincing manner.

**Note: Mandatory documents to be submitted along with the application form**

An applicant is required to enclose the following documents while submitting the application form. Please note that the attached documents cannot be returned once submitted.

**(1) For all projects**

- a. Copy of NGO Affairs Bureau registration certificate (for NGO & INGO)
- b. Copy of hospital/clinic/diagnostic centre license issued by DGHS (for medical institutes)
- c. Copies of other government registration certificate under the relevant ministries (if applicable)
- d. Brochures, pamphlets and annual reports of the applicant
- e. Audited financial statements for the last 3 years
- f. Maps and photographs indicating the location of the project site in the concerned area
- g. Quotations from 3 different suppliers on proposed products and/or services duly signed by the suppliers (Each quotation needs to show the tax component for each item separately)

**(2) For building construction**

Copy of the documents which ensure the ownership and right of using land for the construction and the documentation of construction approval from the local government authority

**(3) For schools**

Copy of the documents which ensure school operation permit from the local government authority.

**(4) For equipment**

- a. Catalogues of the equipment
- b. Copy of permission of Bangladesh Atomic Energy Commission (radioactive equipment)
- c. Copy of the documents which ensure the parking space (vehicles)

**Step 2: Assessment of the proposal**

EoJ will assess the applicant's project including site visit. The following points will be given careful consideration in assessing the project referring the data / documents from the applicant:

- (1) Consistency with policies and plans
- (2) Validity of content
- (3) Maintenance and management system
- (4) External audit implementation system
- (5) Implementation capacity of the organization

During this process, EoJ may make inquiries of the applicant from time to time.

**Step 3: Project approval**

- (1) EoJ will issue the letter of intent to the selected applicants after receiving project approval from headquarter. The applicant needs to start the procedure to get government approval for receiving foreign donation from the concerned authority with this letter. The transaction of the grant amount should be monitored through separate project account, so the recipient is requested to open a new account for GGHSP project.
- (2) EoJ will issue letters to the rejected applicants to inform the result of the assessment with some reasons.

**Step 4: Signing of Grant Contract**

The Grant Contract will be signed between the recipient organization and EoJ.

**Step 5: Disbursement of the Grant**

The approved grant will be disbursed as per the Grant Contract by cheque. The amount of grant

mentioned in the Grant Contract is the maximum amount that can be disbursed by the Government of Japan, and is expected to be utilized only for the project items as mentioned in the approved proposal.

**Note:**

- (1) The recipient organization has to collect the government approval from NGO Affairs Bureau for foreign fund transaction to local account. (FD-2 & FD-6/FD-7, for NGO/INGO)
- (2) Following NGOAB's rule, the cheque has to be deposited to the mother account of the recipient, followed by the project account. The recipient has to submit the bank statement of the mother account and the project account to EoJ as soon as possible.
- (3) Additional expenses, such as exchange loss and escalation in project costs will have to be borne by the recipient organization.

**Step 6: Implementation of the project**

The recipient organization shall start implementing the project as planned, immediately after the date of signing of the Grant Contract. The procurement or the signing of Procurement Contract (P/C) with contractor/supplier needs to be completed at the earliest. Several reports on progress need to be submitted in a timely manner.

**Step 7: Completion inspection and Inauguration**

Based on the completion report submitted by the recipient, EoJ will conduct a completion inspection, followed by inauguration of the project by the recipient.

**Step 8: Submission of Annual Reports and Project Follow- up**

The recipient organization has a responsibility to submit Annual Reports for the periods notified by EoJ after the completion. EoJ will visit the site for follow-up. Any changes to the project content should be consulted with EoJ at any time.

**7. Scope of Procured items**

- (1) The grant covers mainly the costs of purchasing equipment / constructing facilities, and personnel costs (excluding personnel costs of the recipient organization) that are initially necessary for the project's achievement.
- (2) The following items CANNOT be covered by the GGHSP in principle. The applicant will finance these expenditures by itself or through other funds:
  - a. The applicant's own constant operating and administrative expenses (office expenses, personnel expenses, etc.)
  - b. Reserve expense for projects
  - c. Expenses related to commercial activities of individuals and companies
  - d. Funds and items intended to grant funds or property directly to specific individuals
  - e. Expenses related to luxury goods that may harm the human body, such as alcohol and tobacco
  - f. Research expenses with unclear direct development effects
  - g. Expenses related to real estate transactions
  - h. Administrative and management cost, such as labor costs for persons conducting survey and construction management necessary for implementation of the project
  - i. Maintenance costs of procured items
  - j. Vaccination
  - k. Consumable products (Inexpensive, nondurable and disposable items such as medicines, raw materials, tube lights, linens etc.)
  - l. Books (textbooks, reference books, library collections, etc.)
  - m. Vehicle for general/administrative use
  - n. Computers and other electronic equipment for general or administrative use
  - o. Bank charges, insurance, registration charges
  - p. Operating license fees, vehicle registration fees, etc., which are sources of income for the government and local governments

- q. Any taxes to be paid while procuring products/services (tariff, domestic tax, value-added tax, etc.)

### **8. How to apply**

Download application forms (GGHSP Format 1 and GGHSP Format 2) and submit them along with additional supporting documents in either hard copy or soft copy to the following address. If you have any inquiry, please contact us at: [gghsp@dc.mofa.go.jp](mailto:gghsp@dc.mofa.go.jp)

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