

**Application Manual  
for  
Grant Assistance for Grass-Roots Human  
Security Projects (GGHSP)**

**Embassy of Japan in Bangladesh**

This document was revised in December 2025

## Table of Contents

1. Introduction .....	3
2. Eligibility Criteria.....	3
3. Scope and Priority Areas of the GGHSP .....	3
4. Funding and Project Implementation Period.....	4
5. Advertisement .....	4
6. Procedure of GGHSP.....	5
7. How to apply and Required documents.....	6

**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 the following criteria:

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

- International, National or Local NGO
- Local Government
- Medical Institution
- Educational Institution

(2) Organization:

- Registered under the NGO Affairs Bureau (for NGO/INGO)
- Registered under the Directorate General of Health Services (DGHS) (for medical institutes)
- Acknowledged officially by the Ministry/Department of Education (for schools)
- Approved by Bangladesh Technical Education Board (BTEB) (for vocational training centers)
- Trustee organizations which are exempt from the 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 issues.

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

**3. Scope and Priority Areas of the GGHSP**

(1) The maximum grant amount per project is **20 million Japanese Yen** in principle

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

- Basic Health Care
- Primary Education
- Poverty Alleviation
- Water and Sanitation
- Women's Empowerment
- Child Welfare
- Support for Persons with Disabilities
- Agriculture
- Disaster Risk Reduction

(3) The grant **mainly provides financial support** for the following expenses:

- Procurement of equipment, including medical equipment and other types of machinery (e.g., sewing machines)
- Construction of facilities, such as primary educational institutions and vocational training centers

(4) The following items **CANNOT** be covered by the GGHSP in principle. The applicant will finance these expenditures by itself or through other funds:

- **Administrative cost, Operation cost, Management costs:**  
Administrative, personnel, salary, office rent, and general operating expenses, including bank fees, insurance, registration charges, and government-related fees (e.g., licenses, vehicle registration)

- **Consumables and Maintenance Costs:**  
Expenses for consumable items (e.g., furniture, medicine, raw materials, linens) and maintenance of procured goods
- **Event and Project Implementation Costs:**  
Costs for implementing events, surveys, and construction management necessary for project execution
- **Vaccination:**  
Costs related to vaccination
- **Solar panel:**  
Solar panels are considered as consumable items
- **Books and Educational Materials:**  
Textbooks, reference books, and library materials
- **General-Use Equipment and Vehicles:**  
Computers, electronic devices, and vehicles intended for general or administrative use
- **Commercial or Profit-Oriented Activities:**  
Expenses related to commercial activities of individuals or companies
- **Direct Benefits to Individuals:**  
Funds or items provided directly to specific individuals, including scholarships
- **Real Estate-Related Expenses:**  
Costs associated with real estate transactions
- **Luxury or Harmful Goods:**  
Expenses for alcohol, tobacco, or similar items that may harm human health
- **Research with Limited Development Impact:**  
Research at advanced academic institutions or activities with unclear direct development outcomes
- **Taxes on Procured Goods and Services:**  
Tariffs, domestic taxes, and value-added tax incurred during procurement

#### **4. Funding and Project Implementation Period**

(1) The GGHSP provides a one-time disbursement by the end of March of the following year after the Grant Contract is signed. For example, if an applicant submits an application by 31 March, 2026 and is selected for funding, the grant will be disbursed by the end of March, 2027. The contract will show the equivalent amount in US dollars, and the grant will be disbursed in Bangladeshi Taka.

(2) 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.

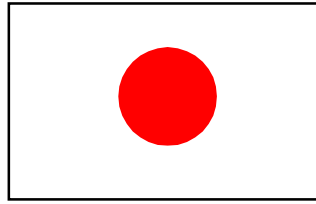
(3) The period of the project shall be within one year from the date of signing of the Grant Contract agreement.

**Note:** The recipient is obligated to **refund the full amount of the grant** in case the grant is utilized for any purpose other than the approved, 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 and other related documents**

Detail written in **7. How to apply and Required documents**

### **Step 2: Assessment of the proposal**

EoJ will assess the applicant's project, including a site visit. The following points will be given careful consideration in assessing the project, referring to 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 headquarters. The applicant needs to start the procedure to get government approval for receiving a 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 the GGHSP project.
- (2) EoJ will issue letters to the rejected applicants to inform the result of the assessment with reasons.

### **Step 4: Signing of Grant Contract**

The Grant Contract will be signed between the recipient organization and the Embassy of Japan (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. Additional expenses, such as exchange loss and escalation in project costs, will have to be borne by the recipient organization.

#### **Note:**

- (1) The recipient organization must collect the government approval from NGO Affairs Bureau for a foreign fund transaction to a local account. (FD-2 & FD-6/FD-7, for NGO/INGO)
- (2) Following NGOAB's rule, the cheque must be deposited into the mother account of the recipient, followed by the project account. The recipient must submit the bank statement of the mother account and the project account to EoJ as soon as possible.

### **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 the Procurement

Contract (P/C) with the contractor/supplier needs to be completed at the earliest. Several reports on progress need to be submitted in a timely manner.

### **Step 7: Submission of Project Completion report**

After completion of the project (construction or equipment installation), the recipient organization must submit the Project Completion report and other mandatory documents at the earliest.

### **Mandatory documents to be submitted along with the Project Completion report**

- (1) Audit report by third party (audit firm) to prove detail expenditure of GGHSP fund
- (2) Bills and vouchers
- (3) Bank statement of the mother bank account and the project bank account

### **Step 8: Calculation of surplus amount and refunding**

Based on the audit reports, bills and vouchers, and bank statements, the surplus amount (if any) will be calculated. If surplus occurs, the recipient organization must return the amount to EoJ.

**After the Project Completion report and all other required documents have been fully submitted, and the surplus refund has been completed, and the completion inspection has been done, finally the inauguration ceremony may be held by the recipient organization. (Step 9)**

#### **Note:**

- (1) The surplus amount to be returned to EoJ may not be used for any purpose.
- (2) Bank interests are not covered by GGHSP fund. Therefore, **bank interest for GGHSP fund will be counted as surplus refund amount.**

### **Step 9: Completion inspection and Inauguration**

Based on the Project Completion report submitted by the recipient organization, EoJ will conduct a completion inspection, followed by an inauguration of the project by the recipient organization (which is not mandatory).

### **Step 10: Submission of Annual Reports and Project Follow- up**

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

## **7. How to apply and Required documents**

- (1) Prepare application forms

Download and fill in “GGHSP Application Form 1” and “GGHSP Application Form 2” from the link below.

[> GGHSP Application Form 1](#)

[> GGHSP Application Form 2](#)

- (2) Prepare supporting documents

Download and fill in supporting documents together with the application forms. “Supporting documents 1-6” are sample formats, which you can take reference from to provide additional information.

[> Supporting document 1: Details of requested equipment](#)

[> Supporting document 2: Details of Rooms](#)

[> Supporting document 3: Training Schedule](#)

[> Supporting document 4: Work Plan](#)

[> Supporting document 5: Expected Beneficiaries](#)

[> Supporting document 6: Detailed Budget \(construction only\)](#)

- (3) Prepare mandatory documents to be submitted along with the application forms and supporting documents

- **For all projects**
  - a. Copy of the NGO Affairs Bureau registration certificate (for NGO & INGO)
  - b. Copy of hospital/clinic/diagnostic center license issued by DGHS (for medical institutes)
  - c. Copies of other government registration certificates 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)

In addition to the above,

- **For building construction projects**

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
- **For school construction projects**

Copy of the documents which ensure school operation permit from the local government authority
- **For equipment procurement projects**
  - a. Catalogues of the equipment
  - b. Copy of permission of Bangladesh Atomic Energy Commission (for radioactive equipment)
  - c. Copy of the documents which ensure the parking space (for vehicles)

(4) Submit all required documents by either hard copy or soft copy to the following email/address.

- Soft copy

[gghsp@dc.mofa.go.jp](mailto:gghsp@dc.mofa.go.jp)

- Hard copy (Note that all documents cannot be returned once submitted)

GGHSP Consultant  
Economic Section, Embassy of Japan  
Plot No. 5 & 7, Dutabash Road, Baridhara, Dhaka-1212

**Note:**

- (1) Incomplete submissions or missing documents may affect the evaluation of the application. Please ensure that all required documents are prepared and submitted.
- (2) If you have any inquiries, please contact us; [gghsp@dc.mofa.go.jp](mailto:gghsp@dc.mofa.go.jp)