

GRANT ASSISTANCE FOR CULTURAL GRASSROOTS PROJECTS



MINISTRY OF FOREIGN AFFAIRS,
JAPAN





1 | Objectives

Grant assistance for Cultural Grassroots Project (GCGP) provides nonrefundable financial assistance to support the implementation of cultural and higher education projects conducted by non-profit organizations (including non-governmental organizations (NGOs), local authorities, research and higher education institutions, etc.) that are active at the grass-roots level in developing countries.

GCGP directly supports the promotion of culture and higher education at the grass-roots level in each country, while also acting as cooperation which encourages understanding of and cultural exchanges with Japan.



2 | Eligible Countries

As a general principle, developing countries with a per capita gross national income (GNI) of US\$6,275 or less (for FY2008) are eligible to receive GCGP (79 eligible countries as of December 2008).

3 | Eligible Recipients

Any type of non-profit organization is eligible to be a GCGP recipient. The requirement is that it be a non-profit organization implementing projects for the promotion of culture or higher education (including sports) at the grass-roots level in eligible countries (individuals and profit-making companies are not eligible). The following are examples of potential recipients: NGOs that are active in the local region (regardless of their nationalities), local authorities, and non-profit organizations such as universities. In particular cases, governmental institutions may also be eligible for assistance.

4 | Project Areas

(1) As long as a development project for the promotion of culture and higher education in an eligible country is geared to grass-roots assistance, it is eligible for financing under the GCGP. The following types of projects are being implemented.

Some examples (not an exhaustive list) of eligible projects are :

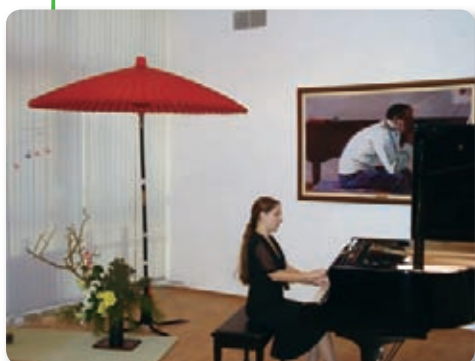
- Japanese language education equipment (LL equipment, etc.) for the Japanese language departments at universities
- Sound and lighting equipment for theaters
- Sports equipment for sports facilities and organizations (including martial arts)
- Audio-visual equipment for art galleries and museums

(2) Priority areas and detailed conditions shall be determined by the Japanese embassy or consulate in each eligible country according to the specific needs for cultural or higher education areas.

5 | Available Funds

GCGP funds are provided to the recipient organization after an examination and evaluation of each application by the Japanese Government on an annual basis.

The grant amount per project is generally under 10 million yen. Prospective applicants should note that the following budget items cannot be financed: consumables, operating and maintenance costs of facilities and equipment, and the administrative costs of the recipient organization.



6 | How to Apply



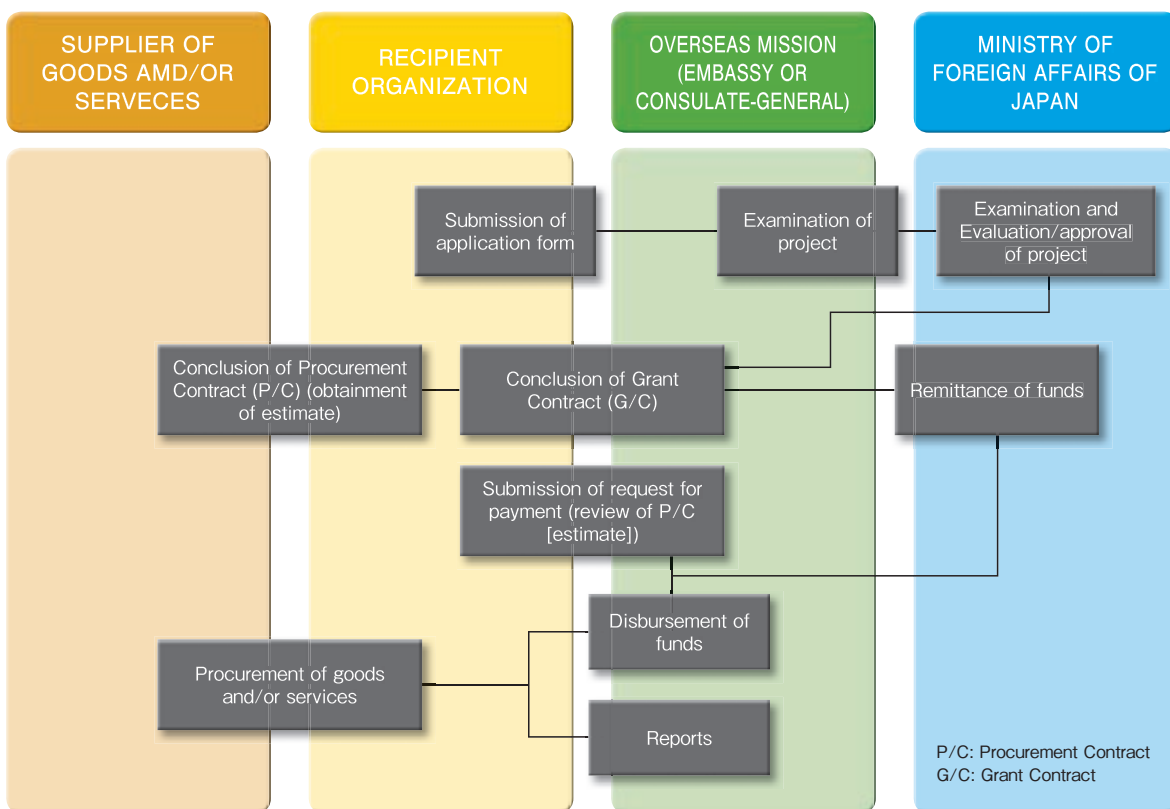
● INDONESIA



● GUATEMALA

If your organization satisfies the conditions described above and you want to receive GACGP funds in order to implement a project for the promotion of culture or higher education in an eligible country, you should submit an application form to the Japanese embassy or consulate in said eligible country. The application form must be accompanied by a detailed breakdown of the budget for the project, a map showing the project site, a feasibility study for the project, estimates for the goods and services that will be purchased by the grant (from three different suppliers), document introducing the applying organization (such as brochures) a copy of its regulations, and the annual budget of your organization.

Flow Chart of GCGP



When submitting your application form, please note the following points :

- (1) In selecting projects for funding, the Japanese Government places a high priority on the impact and sustainability of the project. You must convince the Japanese embassy or consulate that your organization can manage the project well. A detailed description of the past achievements of your organization would therefore be appreciated.
- (2) The Japanese Government cannot provide funds for salaries and other recurrent operational expenses. The recurrent costs from the implementation of the project shall therefore be independently financed by your organization. In order to convince the embassy that you can maintain the project, you must show that your organization has sufficient funds to cover running expenses.
- (3) Pro forma estimates must be supplied for each budget item so that we can ensure value for money. Wherever possible, you should submit estimates from three different suppliers.

● POLAND





7 | Approval Procedures

The Japanese Government cannot support every project that is submitted. Funds are provided to appropriate projects after detailed examination and evaluation by the Japanese Government.

After a Japanese embassy or consulate receives the application form and accompanying documents from the applying organization, the embassy or consulate will take the following steps :

- (1) **Examination of the project** : When the application is received, the project is examined by embassy or consulate staff, who pay particular attention to the objectives, impact, and cost of the project. On this basis, potential projects for grant assistance are selected.
- (2) **Site visit** : The embassy (or consulate) staff will visit the site of the potential project.
- (3) **Approval of the project** : The embassy (or consulate) will send an application for the potential project to the Ministry of Foreign Affairs in Tokyo, and the Ministry of Foreign Affairs will conduct further examinations and issue its approval.
- (4) **Grant Contract** : The Japanese embassy (or consulate) and the recipient organization will then sign a Grant Contract. The Grant Contract contains the title and objectives of the project, the name of the recipient organization, the rights and obligations of each party, the maximum amount that will be provided for the implementation of the project, the submission date of interim/final reports, and the completion date of the project.
- (5) **Disbursement of funds** : The recipient organization must submit a request for payment with the relevant documents to actually receive the funds.
- (6) **Implementation of the project** : The grant should be used properly and exclusively for the purchase of the products and/or services specified in the application form of the approved project. Once the grant funds have been disbursed, implementation of the project is expected to proceed in a timely manner and in conformity with the agreed-upon timetable (in principle, within one year).
- (7) **Changes from the original plan** : If the recipient organization needs to modify the project plan for any reason, it must consult with the embassy (or consulate) and seek its prior approval (both the consultation and approval must be in written form).
- (8) **Reports** : An interim report during implementation and a final report at the end of the project are required (in certain cases, the recipient organization may be asked to submit additional interim reports).
- (9) **Auditing** : Outside auditing is required for all grass-roots grant assistance above 3 million yen.

8 | Miscellaneous Requirements

- (1) Funds received must be used exclusively for the implementation of the project. The Japanese embassy or consulate reserves the right to claim a refund of the grant if the funds are used for any purpose other than for the implementation of the project.
- (2) It would be preferable if the recipient organization could manage the funds for the project separately, such as by setting up an exclusive bank account, in order to facilitate auditing of the grant.

For further information please contact a Japanese embassy or consulate.

**All enquiries should be made to the Embassy of
Japan or Consulate General of Japan**

<http://www.mofa.go.jp/>