

**Instructions
For
Filling up GGP Application Form**

**Embassy of Japan in India,
The Consulate-General of Japan in Kolkata
The Consulate-General of Japan in Chennai
The Consulate-General of Japan in Mumbai
The Consulate of Japan in Bengaluru**

This document was updated in June 2015

The following instructions correspond to the footnote number given in the Application Form.

1. It must be consistent with the registered name under FCRA.
2.
 - a. Please attach a copy of the certificate and the copies of FORM FC-6 for the last 3 years.
 - b. The applicant organization *should* already be registered under FCRA. FCRA under “Prior Permission” category is not eligible for the GGP.
 - c. The applicant organization *cannot* use the FCRA number of another organization.
3. Please attach a copy of the certificate
4. Please describe the nature of the organization in terms of whether it is an international, national or local NGO, hospital or medical institution, educational institution, Community-Based Organization (CBO), etc.
5. Please attach organizational staff list, organizational structure and a list of the executive members.

In case of hospital, please describe whether the hospital is private/public, the number of doctors, nurses, patients, and the type of the medical services given at the hospital.

In case of school, please describe whether the school is private/public, primary/secondary and the number of teachers and students.
6. Please attach available documents for the past 3 years (e.g. brochure, booklet, annual report, audited financial statements and others, if any.)
7. Kindly list the donors, both international and local, from whom the organization has received financial assistance, last 5 years’ details of grants, its duration with regards to specific projects in chronological order (year-wise). If the applicant has received any assistance from the Government of Japan before, please give details of the same.

8. Kindly attach a map and photographs which indicate the location of the project site in the concerned state, as well as a route map from the nearest major city to the site.
9. When the applicant's main office monitors the project, please write "Applicant's main office" in the box.
10. The organization's past/current activities with regard to the area in which the organization has proposed to work should be highlighted. Details about the year of implementation of the project, duration of the project, activities of the project, number of beneficiaries, impact, outcome, etc. are to be effectively highlighted and submitted with supporting documents.
11. Please describe overall goal and objectives of the project as follows:
 - a. For example, if the issue identified in the project site is 'Primary Education' then the overall goal could be "To improve the level of literacy and ensure basic education for all children".
 - b. For example, in relation to the goal cited above, the objectives could be:
 - To provide quality education to the poor children of the area
 - To reduce dropout rate and improve attendance rate of the children
12. Please describe the methodology of work based on the proposed objectives of the project.
 - a. Objectives should match those mentioned above.
 - b. Strategies should indicate what you would do to achieve the objective.
The strategies should be basic directional decisions to achieve the objectives.
 - c. Implementation process should indicate the step-by-step process that you would take in order to achieve the specific objective. The process should also reflect the concrete activity plan of the GGP supported item(s) as well as its/their utilization.

Objective(s)	Strategies	Implementation Process
To provide quality education to the poor children of the area	• Construct a school building • Organize training of teachers Network with the government	• Complete the construction of the school building in one year and equip it with furniture

	to avail special schemes	• Admission process - accepting the application forms and selecting the children • Recruiting teachers and required staff • Conducting classes for the students from 8am to 3pm from Monday to Friday • Have standards from I to V Supply necessary books through the government scheme
To reduce dropout rate and improve attendance rate of the children	• Raise awareness among the community, parents and the children about the importance and necessity of education	• Conduct parent-teacher meetings • Conduct home visits and enquire if a child has not been attending classes Organize awareness camps on education and its importance.

13. Please give justification for the items requested under the project as per the samples given below.

- In case of request for building construction, please indicate the floors and the respective rooms in each floor in the list of proposed items. The information about the building materials is not required in this list.
- In case of equipments/furniture requested, please indicate the quantity for the same.
- The applicant organization is expected to utilize the items acquired through the GGP grant for the prescribed 'operating life' of the said items.
- The owner of the requested items under GGP should **strictly** be only the organization and not any individual.

S.No	Component	Quantity (nos)	Purpose/Utility	User	Owner	Operating Life
1	Building- Ground Floor					
	Classrooms	5	To conduct class from 4 th to 8 th std.	30 students for each std. per room	Applicant	50 years
	Building-First Floor					
	Classrooms	4	To conduct classes from KG to 3 rd std.	30 students for each std. per room.	Applicant	50 years
	Staff room	1	Room for teachers. Principle and administrative staff	12 staffs (8 teachers, 1 principle, and 3 admin staffs)	Applicant	50 years
2	Equipment - Furniture					
	Tables	100	For the students and teachers	Students and staff	Applicant	50 years
	Chairs	100	For the students and teachers	Students and staff	Applicant	50 years
3	Others					
	Specifically modified van	1	To pick up handicapped children from their houses to the school and drop them back to their houses for 5 days a week.	20 handicapped children	Applicant	10 years
	Acknowledgment stickers	100	To attach to the furniture	Applicant	Applicant	

	Project audit	1	To ensure accountability for utilization of GGP grant	Applicant	Applicant	
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14. Please explain how you would monitor the project. Describe the expected positive impacts/effects through implementation of the project and how the organization would measure them.

Impacts/effects	Indicators	Means of verification
The poor children of the area and surrounding neighborhood are getting their education.	- Increase in number of children attending the school - Decrease in dropouts.	- The residential school constructed as per the approved plan. - List of students enrolled in the academic year. - Number of dropouts - Daily attendance register - Project completion report - Quarterly/annual reports

15. GGP does not cover any taxes (e.g. VAT, Octroi, service tax, etc) and thus, taxes should be separately shown in quotations. Quotations which do not clearly distinguish product/service prices and taxes are not acceptable. Also any contingency is not supported by GGP. Applicant is fully responsible to pay those expenses by itself or through donations/grants from other organization(s)/individual(s).

Besides, please notice that quotations should be invited only from agencies/manufacturers/suppliers in India. All quotations should be duly endorsed by companies.

In addition, the following expenses can be included in the request along with 3 quotations.

- Plates/plaques and/or stickers indicating that the items are "Supported by the People and Government of Japan" (Refer to "Guidelines for GGP Application" 6. Important Note (m))
- Expenses for project audit report

Please give break down of the Non-recurring cost of the project as shown in the following sample.

	Items	Quantity (Nos)	Unit Price (Rs.)	Total Unit Amount (Rs.)	Total Tax (Rs.)	To be Supported by		
						GGP (Rs.)	Applicant (Rs.)	Others (Rs.)
1	School Building construction							
	Ground Floor							
	Material cost	-	-	17,00,000	1,78,598	17,00,000	1,78,598	
	Labour cost	-	-	6,00,000	-	6,00,000	-	
	First Floor							
	Material cost	-	-	16,50,000	1,06,891	16,50,000	1,06,891	
	Labour cost	-	-	5,00,000	-	5,00,000	-	
	Supervision cost	-	-	20,000	-	20,000	-	
	2	Tables	100	1,000	1,00,000	15,000	1,00,000	15,000
3	Chairs	100	500	50,000	5,000	50,000	5,000	
4	Plaque with logo mark of Japan national flag	1	10,000	10,000	2000	10,000	2000	
Total Amount				46,30,000	3,07,489	46,30,000	3,07,489	

16. In principle, the applicant must attach 3 quotations from 3 different suppliers on each requested item, and the quotation that offers the least price should be selected. However, in case the applicant faces difficulties to choose the quotation other than the lowest priced one, the reasons for the same should be provided.

For building construction, the construction cost should be duly certified by a registered architect. The rate per square feet should also be mentioned in the quotations.

Please give summary of the Quotations of the project as shown in the following sample.

Items	Quotation (excl. tax) (Rs.)			Selected Quotation (Rs.)	Reason for selecting the said quotation
	Company A	Company B	Company C		
Construction of school building	60,08,900	44,70,000	53,00,874	44,70,000	The least price
Tables	1,340	1,795	1,000	1,000	The least price
Chairs	500	750	630	500	The least price
Auditing	10,000	10,000	10,000	10,1000	

17. Please give summary of the Recurring cost of the project as shown in the following sample.

*In case of salaries for personnel please indicate the salary x the number of months.

*In case of more than one person for a particular designation, please indicate the salary x number of months x number of persons.

S.No	Items	Cost	Total Amount (Rs.)	To be Supported by	
				Applicant (Rs.)	Others (Rs.)
1.	Salary for teachers	Rs.8,000x12monthsx 10 persons	9,60,000	-	9,60,000 (Ministry of Human Resource Development, Govt. of India)

2.	Salary for Ayahs	Rs.2,000x12monthsx 3persons	72,000	72,000	-
3.	Electricity charges	Rs.3,000x12 months	36,000	36,000	-
4.	Repairs and maintenance	Rs.1,000x12 months	12,000	12,000	-
	Total Amount		10,80,000	120,000	9,60,000

18. **The applicant should bear the recurring cost to implement the project.** Kindly give the amount and their provisional source of funds and amount to meet those costs. If there are any donors, who have committed to support the specific expenses, kindly attach the copy of the sanction letter from the donors.

Please give summary of the Management of Recurring cost of the project as shown in the following sample.

*Indicate the source from which you would meet the expense of the recurring cost.

*In case more than one source would help meet the expense of the recurring cost, please indicate the breakdown of the amount that each source would contribute ₹

	Total Amount (Rs.)	Sources/ Fund Raising Activities	Amount(Rs.)
Recurring cost (per year)	3,60,000 Per year	Government Fund (Department of ____) for recurring cost	1,00,000
		Fund from ABC foundation	2,12,000
		Tuition fees collected from students per month Rs.20 X 200 Students X 12 Months	48,000
Tax	1,50,000 For construction & equipments	Fund from ABC Foundation	1,00,000
		Applicant's own source of fund	50,000
Others			