

# **GRANT ASSISTANCE FOR HUMAN SECURITY PROJECTS OF THE GRASSROOTS PROGRAMME (PROGRAMME KUSANONE)**

Ministry of Foreign Affairs of Japan

Official Development Assistance

## **FOREWORD**

Financial assistance to the development projects offered by the Government of Japan is aiming at satisfying various needs in developing countries. This scheme known as GRANT ASSISTANCE FOR GRASSROOTS PROJECTS (GAGP)\* - referred hereinafter as the Kusanone programme - supports projects proposed by various organisations, non-governmental institutions and local authorities. Kusanone programme gained high rating in as much as it provides flexible and fast assistance to major development projects.

This handout briefly describes the tasks, procedures and other requirements for obtaining assistance within the GAGP scheme.

\* Known before as “Small Scale Grant Assistance” (SSGA)

## **PURPOSE**

The Kusanone scheme is a non-repayable financial assistance to non-governmental organisations, hospitals, primary schools, research institutes and other non-commercial organisations to provide support for the realization of their development projects.

The availability of the Kusanone resources in a selected country is provided by the Official Development Assistance (ODA) jointly with new types of cooperation, which directly influence the welfare of the society.

## **POTENTIAL RECIPIENTS**

Any non-commercial organisation can be a Kusanone programme recipient. The only requirement is that this non-commercial organisation must carry out major development projects.

Here are the examples of potential recipients: domestic and international non-governmental organisations (irrespective of their citizenship), hospitals, primary schools, research institutes and other non-commercial organisations.

## **SPHERE OF PROJECTS**

1) All small scale development projects can be financed by the Kusanone programme. However, the priority will be given to the following projects:

- HEALTHCARE
- EDUCATION
- ASSISTANCE TO NEEDY
- PUBLIC WELFARE
- ENVIRONMENT

Several examples (incomplete list) of priority projects:

- REPAIR/RESTORATION WORKS AND SUPPLY OF EQUIPMENT TO PRIMARY SCHOOLS
- SUPPLY OF MEDICAL EQUIPMENT TO HOSPITALS
- PROFESSIONAL TRAINING FOR DISABLED

Special attention is paid to **the projects aimed at involving women to public activity.**

2) In every selected country, the priority spheres can be defined by the Embassy of Japan in accordance with the development requirements of that country.

## **AVAILABLE RESOURCES**

Resources of the Kusanone programme can be granted after the examination and assessment of each application on an annual project basis.

Concerning the volume of assistance for a project or if you have other questions, please contact the economic section of the Embassy of Japan in Ukraine (tel.: (380-44) 490-70-76, fax: (380-44) 490-55-02, e-mail: **kusanone@kv.mofa.go.jp**).

Prospective applicant is to be aware that the following budget expenditures cannot be financed: salary, expenses for fuel, subsistence and other administrative and current expenditures of organisation.

## **HOW TO APPLY**

If your organisation complies with the above mentioned requirements and you wish to obtain Kusanone resources for the implementation of development project, you should complete application form. As we may require additional information, it is important that you state your contact telephone number(s) and address in the application.

The application should be accompanied by a detailed project budget, master plan, feasibility study of the project and, if available, prospect and copy of the statute of your organisation.

The application form and additional information concerning the Kusanone programme is available at the web site of the Embassy of Japan in Ukraine <http://www.ua.emb-japan.go.jp> or you can call to the economic section of the Embassy (reception days and hours: Monday - Friday from 9 a.m. till 12.30 p.m., tel. (38-044) 490-70-76, fax (38-044) 490-55-02, e-mail: **kusanone@kv.mofa.go.jp**).

You can bring or send the completed application form and necessary documents to the Embassy of Japan by post, email or fax:

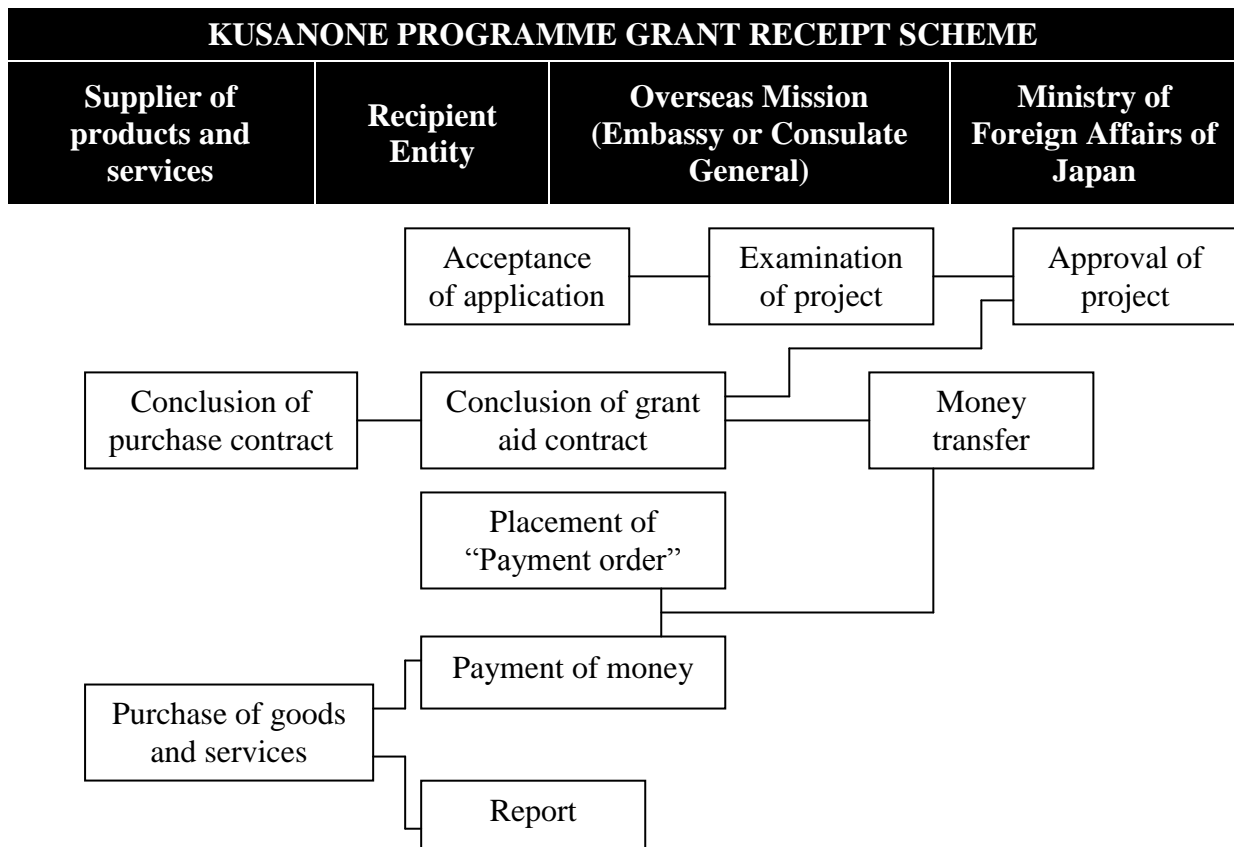
Postal address:

Embassy of Japan in Ukraine

Business Centre Europe, 7F,  
 4, Muzeiny Lane,  
 01901, Kyiv  
 Fax: (380-44) 490-5502  
 E-mail: [kusanone@kv.mofa.go.jp](mailto:kusanone@kv.mofa.go.jp)

While applying, please take into consideration the following:

- 1) In the process of selection of the projects for financing, the Government of Japan will give preference to important and long-term projects. First and foremost, you are to convince the Embassy that your organisation is able to skilfully manage long-term development projects.
- 2) As mentioned above, the Government of Japan cannot grant resources for paying wages and other administrative expenses. Therefore, the project management is to be independently financed by your organisation. In order to convince the Embassy that you will be able to carry out the project, you are to show that you have enough resources to cover current expenses.
- 3) Every budget entry is to be supplemented by the cost estimate for us to provide funding. You must present cost estimates from three different suppliers, if possible. In some cases (e.g. in critical situations or when the only supplier is available) the Embassy may waive the three cost estimate requirement.



## APPROVAL PROCEDURES

The Government of Japan receives too many applications to render assistance. That is why the resources are allocated only to the most suitable projects after their detailed examination and assessment.

After the application and adjourning documents are received by the Embassy, the procedure is as follows:

- 1) **Examination of the project:** after the application is received, the Embassy staff is examining the project with special attention paid to the tasks, social & economic impact, net cost of the project. On this basis the potentially suitable projects for getting grant aid are being selected.
- 2) **Visit to the site:** the Embassy employee visits the site of the selected entity after which the decision concerning the allocation of grant assistance is to be made.
- 3) **Contract on provision of grant aid:** the Embassy of Japan and the recipient entity sign the contract on provision of grant aid. The contract contains: name, purposes and details of the project, name of recipient entity, clause about eligibility of utilization of resources, as well as exactly defined maximum amount of resources to be allocated.
- 4) **Payment of money:** Recipient entity must conclude contracts on purchase of goods and services with the corresponding suppliers. The contracts are thoroughly examined by the Embassy to check the range of the prices and the budget. After the confirmation of the prices and receipt of the Payment order from the recipient of the grant the Embassy grants funding.
- 5) **Project implementation:** Grant aid must be used in a due way and exclusively for purchase of goods and services necessary for the approved project. After the grant is allocated, it is expected that the project will start timely in accordance with the approved schedule.
- 6) **Report:** At the discretion of the Embassy of Japan, the recipient entity may be required to submit an interim report of the project. The final report is required at the end of the projects. The final report must be accompanied by financial report and receipts that show how the resources have been utilized.

## NECESSARY CONDITIONS

- 1) The granted funding must be utilised exclusively within the framework of the project. The Embassy of Japan has the right to require the termination of the grant aid if the funding is used for the purposes other than implementation of the project.
- 2) It is desirable that the recipient entity open a separate account for the implementation of the project in order to ease the audit by the Embassy of Japan or its representatives.
- 3) Despite the date of the beginning of the project, the resources for the grant aid shall be allocated before March, 31 (end of financial year in Japan).
- 4) If the recipient entity finds it appropriate to improve the project plan due some unforeseen reasons, it must consult the Embassy and ask for prior agreement.