

CHECKLIST
FOR
JAPAN'S GRANT ASSISTANCE FOR GRASSROOTS HUMAN SECURITY PROJECTS
(THE GGP/KUSANONE)

Please write the number below on each document required for application and submit a complete set arranged in the following order.

If there is any document your organisation is not able to submit us, kindly consult the Embassy of Japan **before your submission.**

- ☐ 1. Completed Checklist
- ☐ 2. Application Form with signature
- ☐ 3. A copy of document certifying the registration or incorporation of your organization
- ☐ 4. Financial report for the past two fiscal years (Format: Annex)
- ☐ 5. Map of project site
- ☐ 6. Estimates/quotations for each good and/or service from three suppliers
- ☐ 7. (For procurement of equipment) Certificate or Permission from the relevant governmental institution to use the equipment
- ☐ 8. (For procurement of vehicles, including ambulances and fire trucks) Proof of (or pledge of) necessary parking space and auto insurance
- ☐ 9. (For construction of facilities) Schematic design and/or dimensioned drawing
- ☐ 10. (For construction of facilities) A copy of land title or lease contract
- ☐ 11. (For drilling boreholes, to the extent possible) Result of water veins research or equivalent information from the waterworks department.
- ☐ 12. (As necessary) Permission of practice from the relevant governmental institution
- ☐ 13. (As necessary) Proof of (or pledge of) due environmental and social considerations as well as safety management during construction
- ☐ 14. Booklet of your organization (to the extent possible)