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| C:\Users\d14892\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Kusanone Cat.png | **Grant Assistance for Grassroots**  **Human Security Projects (GGP)**  **Consulate General of Japan in Davao** |  |
| **Project Concept Paper** | | |

**NOTE:**

1. Documents must be in A4 size only.
2. Submit in PDF format only.
3. Additional documents may be required by CGJD.
4. CGJD will NOT return the documents submitted.
5. Adherence to the requested information on the Concept Paper, required documents, required GGP templates, and required format shall be part of the proposal evaluation.
6. GGP may contact the proponent for clarifications via SMS, phone calls and emails.

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| 1. **PROJECT INFORMATION** | |
| **Project Title** |  |
| **Project Location** |  |
| **Sector**  (check which is apt) | * Education * Health * Water System (Levels I and II only) * Agriculture * Social Welfare * Capacity Building * Disaster Management * Waste Management * Others (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| **Target Beneficiaries**  (include number) |  |
| **Date Submitted**  (mm/dd/yyyy) |  |
| **Project Objectives** |  |
| **Requested** **Items Charged to GGP Fund**  (include quantity per item) | (x).  (x). |
| **Project Cost** | **GGP Fund**:  (Always exclusive of VAT, maximum of twenty million Japanese Yen (JPY 20,000,000) or the equivalent amount in Philippine Peso with actual grants based on project needs and available budget)  **Counterpart Fund**:  (all forms of taxes shall be proponent’s counterpart)  **Total Project Cost**:  (GGP fund + Counterpart fund) |
| 1. **PROPONENT INFORMATION** | |
| **Name of Proponent** |  |
| **Complete Address** |  |
| **Contact Number(s)** |  |
| **Registration No.**  (for NGOs) |  |
| **Contact Person(s):**  (GGP requires 3) | Name:  Position Title:  Contact Number:  Email Add:  Name:  Position Title:  Contact Number:  Email Add:  Name:  Position Title:  Contact Number:  Email Add: |
| **Total Manpower**  (include breakdown executive, regular, contractual, etc) |  |
| 1. **PROJECT PROPOSAL BACKGROUND** | |
| **Current Situation**  (describe the problem) |  |
| **Socio-Economic Profile**  (profile of the target site and beneficiaries. Supporting data is required) |  |
| **Sector Profile**  (profile of sector in the municipality, province and region level) |  |
| **Proposed Solution** (how proposed project to GGP will address the problem) |  |
| **Total Number of Expected Beneficiaries** |  |
| 1. **IMPLEMENTATION PLAN** | |
| **Duration**  (from procurement to completion of construction/procurement) |  |
| **Procurement** | *Important Note: Describe the process for the procurement of requested items under GGP. Identify the section in-charge of the said activity)* |
| **Construction** | *Important Note: Describe the process of construction for infrastructure projects. Identify if the construction will be done by administration or by contract and the section in-charge of this aspect. For machineries and equipment, furniture and fixtures, kindly discuss the manner of delivery. Indicate the duration for the completion of construction and/or delivery of machineries/equipment and furniture and fixtures).* |
| **Operation** | *Important Note: Discuss the operational plan of the project including the management system that will be in-placed upon completion of construction and delivery of equipment* |
| **Repair and Maintenance** | *Important Note: Provide discussion about the repairs and maintenance of all items requested under GGP. Who will shoulder the repairs and maintenance and how much budget will be allocated for this purpose.* |
| **Monitoring and Evaluation** | *Important Note: Provide discussion about the system for monitoring and evaluation of the project.* |

Note: Supporting documents may be emailed together with the GGP Concept paper.