



GGP GUIDELINES FOR APPLICATION



Eligible Proponent	<ol style="list-style-type: none"> 1. Local Government Units (LGUs) 2. Non-Governmental Organizations (NGOs) 3. Educational Institutions 4. Medical Institutions <p>Note: NGOs must be registered and operational for minimum of 3 years</p>
Grant Amount	<ul style="list-style-type: none"> ▪ The maximum grant amount is 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. ▪ The amount shall always be EXCLUSIVE OF TAX (VAT)
Proponent Counterpart	All forms of taxes, bank-related charges, foreign exchange loss
Sectors Qualified for GGP Project	<ol style="list-style-type: none"> 1. Education 2. Health 3. Water System (Levels I and II only) 4. Agriculture 5. Social Welfare 6. Capacity Building 7. Disaster Management 8. Waste Management
Eligible Area	Mindanao excluding Bangsamoro area. There are exceptions depending on components or sites of projects.
Duration of Application (from submission to approval)	Eight (8) months to one (1) year
Deadline of GGP Proposal Submission	We accept proposals throughout the year
Submission of GGP Proposal	Via email
GGP Team Contact Details	<p>Office Address: Economic Section, Consulate General of Japan in Davao 4th Floor, B.I. Zone Building, J.P. Laurel Avenue, Bajada 8000 Davao City, Philippines P.O. Box No. 80637</p> <p>Office Hours: 0830H to 1715H; Mondays to Fridays only</p> <p>Tel. No.: (82) 221-3100</p> <p>Email Address: ggp.dvo@dv.mofa.go.jp</p> <p>Note: Attachments should only be 10MB or less. If necessary, send attachments by batches.</p> <p>Website: https://www.davao.ph.emb-japan.go.jp/itpr_ja/11_000001_00229.html</p>

DOCUMENT REQUIREMENTS

Document (in order of priority)	GGP Template	Required Format	Signed
1. GGP Concept Paper (Download from the website of Consulate General of Japan in Davao) https://www.davao.ph.emb-japan.go.jp/itpr_ja/11_000001_00229.html	Required	PDF	Required
2. Proof of Land Ownership	N/A	Scanned	Required
3. Current and Future Utilization Plan (Annex A)	Required	PDF	N/A
4. Latest photos of existing building/facility/equipment	N/A	JPEG	N/A
5. Photos of proposed project site	N/A	JPEG	N/A
6. Program of Works, Detailed Estimates (for infrastructure project only)	N/A	Excel	Required
7. Building Design (for infrastructure project only)	N/A	PDF	Not Required
8. Geo-hazard assessment (for infrastructure project only)	N/A	PDF	Required
9. Product catalogue showing features, specifications (for equipment, furniture, fixtures)	N/A	Scanned	Not Required
10. Three (3) quotations of proposed items (ex. classroom, fixture, equipment) requested under GGP.	N/A	Scanned and Excel	Required
11. (3)-year Audited Financial Reports	N/A	Scanned and Excel	Required
12. List of projects implemented for the last three (3) calendar years Note: Include both hard component projects (infrastructure), and soft component projects (capability building).	N/A	PDF	Not Required
13. Certificate of Commitment to: a. Shoulder additional cost due to forex loss and sudden budget shortage b. Complete the project c. Secure the facility and/or equipment d. Undertake the necessary repair and maintenance of the facility and/or equipment	N/A	PDF	Required
14. For capacity-building projects, a three (3)-year projected training plan (Annex B)	Required	PDF	Not Required
Additional Requirements for NGOs:			
15. Registration papers	N/A	Scanned	Required
16. Certificate of good standing	N/A	Scanned	Required

NOTE:

1. Documents must be in A4 size only.
2. Additional documents may be required by CGJDD.
3. CGJDD will NOT return the documents submitted.
4. Adherence to the required documents, required GGP templates, and required format shall be part of the proposal evaluation.

I. ELIGIBLE PROPONENTS

1. The eligible proponents of a GGP project are only the following:
 - a. Local Government Units (LGUs)
 - b. Non-Governmental Organizations (NGOs)
 - c. Educational Institutions
 - d. Medical Institutions (hospitals)

Note: NGOs must be registered and operational for minimum of 3 years

Note: Educational institutions such as universities can be eligible proponents provided that the project is for the benefit of a community.

2. The ineligible proponents are:
 - a. Elementary and Secondary schools
 - b. Cooperatives

Note: The ineligible proponents may coordinate with their respective LGUs or any NGOs to be the proponents of the project, and for the ineligible proponents to become the beneficiaries of the project.

II. EXAMPLES OF APPLICABLE PROJECTS UNDER GGP

1. The list below is examples of hard component projects GGP approved. Items that can be funded through GGP is not limited to the list.
2. GGP prioritizes proposals with hard component (facility/equipment) rather than soft component (seminar/training).
3. GGP prioritizes stand-alone facility rather than extension of an existing facility.

a. Education

- Construction or renovation of classroom buildings, and procurement of furniture and equipment for elementary and secondary schools

Note: Proposed classrooms shall only be for instructional use.

b. Health

- Construction or improvement of health facilities
- Procurement of basic medical equipment for public hospitals, rural health units (RHU) and barangay health stations (BHS)

c. Water System (Levels I and II only)

- Construction of Levels I and II water systems

- Level I: Stand-alone water points (e.g. hand pumps, shallow wells, and rainwater collectors)
- Level II: Piped water with a communal water point (e.g. bore well, spring system)
- GGP does NOT fund Level III water systems

d. Agriculture

- Construction or improvement of food processing center
- Construction and/or procurement of pre and post-harvest facilities/equipment

e. Social Welfare

- Construction or improvement of crisis centers or shelters

f. Capacity Building

- Construction or renovation of training facilities and procurement of equipment for the conduct of skills and livelihood training activities

g. Disaster Management

- Procurement of ambulance, fire trucks, rescue trucks
- Procurement of used emergency vehicles from Japan can also be considered given that the proponent has an arrangement with a donor from Japan

h. Waste Management

- Procurement of garbage processing equipment
- Construction of Materials Recovery Facility (MRF)

III. ITEMS NOT COVERED UNDER GGP GRANT

1. Payment for tax
2. Payment for customs and duties, registration/license/certification fees, etc.
3. ADMINISTRATIVE COSTS such as:
 - a. staff salary
 - b. electricity and water
 - c. rent for house or offices
 - d. fuel and/or gas for vehicles
 - e. equipment for proponent's office
4. Maintenance costs
5. Purchasing of food, houses, medicine, clothes and consumables
6. Scholarship and research costs
7. Purchase of land
8. Animal dispersal
9. Social preparation, project conceptualization and community consultations
10. Working capital for projects that generate income for specific individuals or enterprises
11. Equipment and/or facility for rent that generate income only for specific individuals, groups or enterprises

IV. APPLICATION PROCESS

1. Initial Assessment / Preliminary Screening
 - CGJD will conduct initial screening of the proposal
 - Rejection letter shall be sent to the proponents of disapproved projects during this stage of screening

2. Conduct of Site Appraisal
 - Shortlisted projects will be visited by CGJD to conduct site appraisal
 - CGJD shall coordinate with the proponent regarding the schedule of the site appraisal
 - Additional documents will be required from the proponents
 - Rejection letter shall be sent to the proponents of disapproved projects during this stage of screening
3. Selection and Approval of the Project
 - After the result of the site appraisal, CGJD will select potential projects for funding
 - Additional documents will be required from the proponents
 - The proponent with the approved project shall be officially notified

V. SELECTION CRITERIA

1. Capability of the proponent
2. Project feasibility
3. Sustainability
4. Cost Effectiveness
5. Necessity, urgency and impact